

Sensitive Information Handling

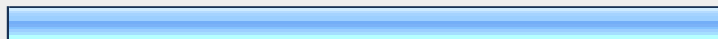
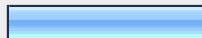
1. Does your institution have an information classification scheme that assigns certain types of information to sensitivity categories (e.g. "Highly Sensitive", "Sensitive", "Internal", "Public")?			
		Response Percent	Response Count
Yes		56.4%	31
No		7.3%	4
Not yet, but we're working on it		36.4%	20
		answered question	55
		skipped question	0

2. How many different levels exist in your institution's classification scheme?			
		Response Percent	Response Count
One		0.0%	0
Two		9.5%	2
Three		81.0%	17
Four		9.5%	2
Five or more		0.0%	0
		answered question	21
		skipped question	34

3. Which of the following data elements fall into the <u>highest</u> classification level in your scheme?			
		Response Percent	Response Count
Social Security numbers		95.2%	20
Credit card numbers		95.2%	20
Driver's license numbers		66.7%	14
Health records		76.2%	16
Salary information		9.5%	2
Tenure and promotion records		28.6%	6
Bank account numbers		85.7%	18
Medical records		81.0%	17
Student disciplinary records		47.6%	10
Faculty/Staff disciplinary records		42.9%	9
Student grades		52.4%	11
Financial aid records		71.4%	15
Passwords		76.2%	16
Donor records		47.6%	10
Other (please specify)		23.8%	5
	answered question		21
	skipped question		34

4. Do you have handling requirements defined for the <u>highest</u> level of classification?			
		Response Percent	Response Count
Yes		70.0%	14
No		10.0%	2
No, but we're working on it		20.0%	4
	answered question		20
	skipped question		35

5. Do you require the explicit labeling of documents containing information under the <u>highest</u> level of classification?				
			Response Percent	Response Count
	Yes		35.7%	5
	No		64.3%	9
	answered question			14
	skipped question			41

6. Do you require departments and business units to identify the information they use that falls into the <u>highest</u> category?				
			Response Percent	Response Count
Yes			78.6%	11
No			21.4%	3
	answered question			14
	skipped question			41

7. Do you require that departments/business units maintain retention schedules for information from the <u>highest</u> level of classification?				
			Response Percent	Response Count
Yes			50.0%	7
No			50.0%	7
	answered question			14
	skipped question			41

8. Do you require signed confidentiality agreements for individuals who handle information from the <u>highest</u> classification level?			
		Response Percent	Response Count
Yes		42.9%	6
No		57.1%	8
		answered question	14
		skipped question	41

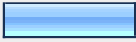
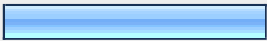
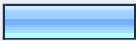
9. What physical storage requirements do you have for information from the <u>highest</u> level of classification?			
		Response Percent	Response Count
Must be in a locked drawer/cabinet		15.4%	2
Must be in a locked room		7.7%	1
Must be in <u>both</u> a locked drawer/cabinet and a locked room		30.8%	4
None of the above		23.1%	3
Other (please specify)		23.1%	3
		answered question	13
		skipped question	42

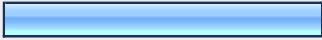
10. What controls do you require for mailing information from your <u>highest</u> level of classification?			
		Response Percent	Response Count
Delivery confirmation required		0.0%	0
Signature confirmation required		0.0%	0
Tamper-evident package required		7.7%	1
None of the above		61.5%	8
Other (please specify)		30.8%	4
	answered question		13
	skipped question		42

11. Do you require the destruction of paper documents containing information from your <u>highest</u> level of classification?			
		Response Percent	Response Count
Yes, with a cross-cut shredder		46.2%	6
Yes, with any shredder		23.1%	3
No		0.0%	0
Other (please specify)		30.8%	4
	answered question		13
	skipped question		42

12. Do you require the use of secure electronic wiping software to clean hard drives?			
		Response Percent	Response Count
Yes, for all hard drives on campus		69.2%	9
Yes, for those known to contain sensitive information		15.4%	2
No		7.7%	1
Other (please specify)		7.7%	1
	answered question		13
	skipped question		42

13. What, if any, encryption requirements do you have for stored information from the <u>highest</u> level of classification?			
		Response Percent	Response Count
Encryption required whenever stored		21.4%	3
Encryption required when stored on removable media		42.9%	6
Encryption required when stored on institutional servers		0.0%	0
Encryption required when stored on individual workstations		21.4%	3
Other (please specify)		42.9%	6
	answered question		14
	skipped question		41

14. What, if any, encryption requirements do you have for e-mailing information from the <u>highest</u> level of classification?			
		Response Percent	Response Count
E-mailing such information is prohibited		14.3%	2
E-mailing such information always requires encryption		28.6%	4
E-mailing such information requires encryption only when sent off-campus		28.6%	4
E-mailing such information does not require encryption		14.3%	2
Other (please specify)		21.4%	3
		<i>answered question</i>	14
		<i>skipped question</i>	41

15. Which of the following best describes your institution?			
		Response Percent	Response Count
Public institution		65.1%	28
Private institution		34.9%	15
		<i>answered question</i>	43
		<i>skipped question</i>	12

16. Which of the following best describes your institution?			
		Response Percent	Response Count
Associates-granting institution		4.5%	2
Bachelors-granting institution		6.8%	3
Masters-granting instituton		15.9%	7
Doctorate-granting institution		63.6%	28
Special focus institution		0.0%	0
Other (please specify)		9.1%	4
	<i>answered question</i>		44
	<i>skipped question</i>		11

17. How many students does your institution serve?			
		Response Percent	Response Count
Under 2,000		6.8%	3
2,000-7,999		13.6%	6
8,000-18,000		38.6%	17
Over 18,000		40.9%	18
	<i>answered question</i>		44
	<i>skipped question</i>		11