| DATA CLASSIFICATION LEVEL MATRIX | | | | |
|---|---|---|---|---|
| **LEVEL:** | **PUBLIC (Category 1)** | **INTERNAL (Category 2)** | **CONFIDENTIAL (Category 3)** | **RESTRICTED (Category 4)** |
| **LOSS OF CIA COULD CAUSE**<br><br>Confidentiality, Integrity, Availability (CIA) | **LOW** impact to agency but needs integrity and availability controls. | **LIMITED** impact to agency, affiliates and employees. | **SERIOUS ADVERSE** impact to agency, affiliates and employees legally or financially; or damage public integrity. | **SEVERE or CATASTRAPHIC** adverse impact to agency, affiliates, employees or the affected individuals; or damage agency reputation. |
| **DESCRIPTION** | **Public** information which does not need protection from unauthorized disclosure. | **Sensitive** information for official use only and requires authorization from data owner.<br><br>** May not be protected by public records disclosure laws.* | **Confidential** information that is **protected by public records disclosure laws**.<br><br>** RCW 42.56.590 notification if there is a breach in the security of certain unencrypted information.* | **Confidential** information with a need for added protection or **strict handling required by law, contract, or agreement.** |
| **EXAMPLES**<br><br>Personally Identifiable Information (PII), Personal Health Information (PHI), Electronic Protected Health Information (EPHI) | **Public domain** – Widely distributed material, agency public website, brochures, pamphlets, financial reports required by regulatory authorities. | **PII** – Personal phone numbers, addresses, full/maiden names, place of birth, email address, information not protected by law.<br>**Organization** - Agency processes, procedures, activities.<br><br>** PII context of use affects the degree of data level classification.* | **Personal Information** – Information that is specifically protected from either release or disclosure by law (may include PII). Personal information as defined in RCW 42.56.590 and RCW 19.255.10. Public employee or health professional contact information. Information as defined in RCW 42.56.250, RCW 42.56.070.<br>**Contractual** – RFP, RFQ, RFI responses, contract negotiation, proprietary data, non-disclosure agreements with clients/vendors.<br>**Investigations** – Ongoing investigative/complaint files, criminal history, industrial insurance claims, tort claims<br>**Emergency Response/Recovery** – Plans, processes, procedures, shared secrets, codes.<br>**IT infrastructure** – Telecommunication systems, network architecture, system diagrams, IP address, UserID/password combinations, information as defined in RCW 42.56.420. | **PII** – SSN, DEA#, individual taxpayer identification #, passport #, fingerprints.<br>**PHI** – medical records, X-rays, biomedical or behavioral research records, test results, medical case numbers, coroner reports.<br>**EPHI** – physical storage or transmission media, internet/extranet/systems transmitting PHI.<br>**Individually Identifiable Health Information** – Health plan numbers, HIV/STD lab test results, accident reports, Geo-coded patient addresses stored as GIS points.<br>**Financial** – credit/debit account numbers and tracking data, bank account numbers, PINS, expiration dates, passwords.<br>**Security** – Computer/network passwords. |
| **ACCESS** | No restriction | Limited to DOH staff and business partners with a need-to-know.<br><br>Authorization may be explicit or implicit. | Limited to explicitly authorized DOH staff and business partners with a need-to-know.<br><br>Data sharing agreements, individual release forms and/or statutory regulations are required. | Same as previous |