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UNIVERSITY OF LAPLAND

Data Administration and ICT Services
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Security Classification of Information in ICT Systems

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1 PRINCIPLES OF CLASSIFICATION

The publicity and secrecy of the documents and other information of the University of Lapland are subject to the provisions of the Act on the Openness of Government Activities (621/1999). Section 24 of the Act defines the official documents that shall be kept secret. In addition, there may be other secrecy or publicity requirements concerning various types of information. These instructions, together with the instructions on processing and storing of information, are to be followed when storing and distributing documents and other information in daily work.

All information processed at the university is divided in three security classes on the basis of secrecy and publicity requirements:

- 1) high security level
- 2) basic security level
- 3) public information

This classification is internal. In the case of external data requests, the Act mentioned above shall apply.

High-security and basic-security information is processed as secret, and the processing can only be done by those whose tasks require it. When assessing the necessity of processing information, one must consider the provisions of the Personal Data Act and all other potential secrecy requirements concerning the information.

The instructions on the security and processing of information apply to official documents as well as all other information. Examples and the main rules of the classification are presented below. If a contract or stipulation requires higher classification, corresponding action must be taken. When handling information, one may also raise the security level according to personal judgement.

1.1 HIGH SECURITY LEVEL

- patient records and other personal health information
- any delicate personal data, for example trade union membership or social welfare customership
- secret phone numbers or contact information
- prevention of accidents or emergencies, civil defence

1.2 BASIC SECURITY LEVEL

- business or professional secrets of third parties
- intellectual property rights (IPR) of the University of Lapland
- business or professional secrets of the University of Lapland
- social security numbers and personal data (contact information, family relations, etc.)
- private information on studying and studies (examination performance, information on student welfare or a student's exemption from teaching, etc.)
- private information on a person's employment relationship (e.g. assessments)
- thesis plans, research plans, (technical) development work
- a person's annual income, wealth, or economic status
- protection and security arrangements concerning persons, buildings, and ICT systems
- procurement information before its publication
- accounting or financial information
- information submitted to officials for the purpose of drawing up statistics
- documents on incomplete civil and criminal actions
- legal complaint documents before the ruling of a case

1.3 PUBLIC INFORMATION

- all other information that is not secret, for example publications, announcements, and the university's public documents

2 EXTERNAL INFORMATION REQUESTS BASED ON THE PUBLICITY OF DOCUMENTS ARE PROCESSED SEPARATELY.

The Registry of the university gives guidance on distributing information and takes care of requests related to the university's information material and archive. The distribution information possessed by units is handled by the units and the Registry.

Study-related information requests are handled by the Student Services.