



## Extended List of Category I Data

State law and certain federal legislation (FERPA, HIPAA) govern how some information should be treated and thus protected in the computer systems where it is stored.

This document provides an expanded list of representative examples of data classified as Category I data. This list is provided to help Information Resource owners and custodians with a way to evaluate the level of protections required for their systems.

Please note that the level of protections applied to a system should be based on the most confidential data stored in the system. If the system stores data that could be made available in response to an open records request, the entire system must still be protected based on the most confidential data. Requests for information should be directed to the public information officer, as described in the university's policies regarding requests for public information.

Social Security Numbers are only released as required by law; for example, to the IRS for tax purposes. In addition, they may only be stored on authorized systems. Please refer to the UTD-ID Project for more information.

This list is not all-inclusive, and it does not cover the *release* of information.

### Patient Medical/Health Information

The following information is confidential:

- Social security number
- Patient names, street address, city, county, zip code, telephone / fax numbers
- Dates (except year) related to an individual, account / medical record numbers, health plan beneficiary numbers
- Personal vehicle information



- Certificate / license numbers, device IDs and serial numbers, e-mail, URLs, IP addresses
- Access device numbers
- Biometric identifiers and full face images
- Any other unique identifying number, characteristic, or code
- Payment Guarantor's information

For more information, see the University of Texas at Dallas' HIPAA Web page.

## Student Records

The following information is confidential. This applies to both enrolled and prospective student data.

- Social security number
- Grades (including test scores, assignments, and class grades)
- Student financials, credit cards, bank accounts, wire transfers, payment history, financial aid/grants, student bills
- Access device numbers (ISO number, building access code, etc.)
- Biometric identifiers

Note that for enrolled students, the following data may ordinarily be revealed by the university without student consent unless the student designates otherwise:

- Name, directory address and phone number, mailing address, secondary mailing or permanent address, residence assignment and room or apartment number, campus office address (for graduate students)
- Date of birth, place of birth
- Electronic mail address
- Specific semesters of registration at UT Dallas; UT Dallas degree(s) awarded and date(s); major(s), minor(s), and field(s); university degree honors



- Institution attended immediately prior to UT Dallas
- ID card photographs for university classroom use

For more information, see the University of Texas at Dallas' FERPA Web page.

## Donor/Alumni Information

The following information is confidential:

- Social security number
- Name
- Personal financial information
- Family information
- Medical information
- Credit card numbers, bank account numbers, amount / what donated
- Telephone / fax numbers, e-mail, URLs

## Research Information

The following information is confidential:

- Funding / sponsorship information
- Human subject information
- Sensitive digital research data

Refer to the Institutional Review Board Web site for more information on research involving human subjects.

## Employee Information

There can be confusion over which rules apply when an employee is also a student. The rule of thumb is that the student rules apply when the employee is in a student job title.



The following employee information is confidential:

- Social security number
- Personal financial information, including non-UT income level and sources
- Insurance benefit information
- Access device numbers (ISO number, building access code, etc.)
- Biometric identifiers
- Family information, home address, and home phone number ***may be revealed unless restricted by the employee.***
- Please note that public employee names, birth dates, salary, and performance review information that would be released under an open records request.

## Business/Vendor Data

The following information is confidential:

- Vendor social security number
- Credit card information
- Contract information (between UT Dallas and a third party)
- Access device numbers (ISO number, building access code, etc.)
- Biometric identifiers
- Certificate / license numbers, device IDs and serial numbers, e-mail, URLs, IP addresses

## Other Institutional Data

The following information is confidential:

- Financial records
- Contracts



**THE UNIVERSITY OF TEXAS AT DALLAS  
INFORMATION SECURITY**

- Physical plant detail
- Credit card numbers
- Certain management information
- Critical infrastructure detail
- User account passwords
- Legal records