

PHI (Protected Health Information)

Data Source	Description	Detail	Criticality
Patient	Data collected and managed by a Covered Entity: any data/information pertaining to treatment, payment and health care operations, as well as information collected by a health plan.	Medical Record; Patient Account Information; Patient Demographic Information (including address and date of birth); Patient Treatment, Diagnosis, Plan of Care or Appointment Information.	High
Patient	Data collected and managed by a NON-Covered Entity: any data/information pertaining to treatment, payment and health care operations.	Medical Record; Patient Account Information; Patient Demographic Information (including address and date of birth); Patient Treatment, Diagnosis, Plan of Care or Appointment Information.	High
Administrative Student Health Data	Data received for administrative purposes and included in the student education record.	Student Immunization Records, physician orders for reduced course work, physicals including those for athletes.	High
Patient (Students)	Data collected and managed by a university healthcare provider, pertaining to and used for treatment purposes. Examples include but are not limited to services received through Ohio University Campus Care, Counseling & Psychological Services, and healthcare services provided to student athletes.	Medical Record; Student Account Information; Student Demographic Information (including address and date of birth); Student Treatment, Diagnosis, Plan of Care or Appointment Information; Student Immunization Records, physician orders for reduced course work, physicals including those for athletes.	High
Employee	Any health information collected for employment purposes and becomes part of Employee Record.	Employee Demographic Information (Including address and date of birth); Employee FMLA, Drug Tests, Antibody Titer tests, TB Skin Test, Drug & Alcohol Screenings.	High
Employee	Data collected by the university to manage the university's self-insured health plans and Worker's Compensation Plan.	Employee Account Information; Employee Demographic Information (Including address and date of birth); Employee treatment, diagnosis, plan of care or appointment information; Employee Benefit Plan Member & Dependent data (e.g. demographic data), premiums, claims data, or smoking affidavit.	High

Research	Any patient data collected for research purposes when the investigator(s) are part of a Covered Entity or the source of any of the data is a Covered Entity: any data/information pertaining to treatment, payment and health care operations as well as information collected by a health plan.	Research Participant Account Information; Research Participant Demographic Information (including address and date of birth); Research Participant Treatment, Diagnosis, Plan of Care or Appointment Information.	High
Research	Data collected, observed or created for purposes of analysis to contribute to generalizable knowledge when the investigators are not part of a covered entity and/or the source of the data is not a covered entity.	Research Participant Account Information; Research Participant Demographic Information (including address and date of birth); Research Participant Treatment, Diagnosis, Plan of Care or Appointment Information.	High

PII (Personally Identifiable Information)

Data Source	Description	Detail	Criticality
Cross Category, Student, Patient, Employee, Third Parties, Financial Etc.	A unique number assigned to an individual by a Federal or State agency and used for identification purposes.	Publicly available information: Username (_____@ohio.edu), Employee Name, Employee Office Address.	Low
Cross Category, Student, Patient, Employee, Third Parties, Financial Etc.	A unique number assigned to an individual by a Federal or State agency and used for identification purposes.	May cross several categories of data - should be protected according to this guide regardless of data category. Social Security Numbers(SSN), Driver's License Numbers, Date of Birth, Visa Number, SEVIS number, Ethnicity, Gender, Military Status, Country of Citizenship, Residency, Marital Status, PID, Password.	High

FERPA (Family Educational Rights and Privacy Act of 1974)

Data Source	Description	Detail	Criticality
General Directory Information	Personal identifiers and general academic information about a student that may appear in public documents and may be released to the public without student consent unless the student requests non-disclosure through the Registrar's office.	Name, major, degree, dates of attendance.	Low
Academic Directory Information	Personal or historical characteristics about a student collected during the admissions and enrollment process that are sensitive and should be restricted to those with a legitimate educational interest.	Major field of Study, dates of attendance, campus, school, college or division, class standing, degrees, awards granted, activities, sports/athletic.	Medium
Admissions	Records that are directly related to a student, maintained by the institution, and restricted to those school officials with legitimate educational interest.	Residency, country of citizenship, disability indicator, military status, alternate email, ethnicity, marital or relationship status, gender, info collected in emergency notification system.	High
Enrolled student - general	Records that are directly related to a student, maintained by the institution, and restricted to those school officials with legitimate educational interest such as the school administrators and the student's advisor.	Class schedule, grades, billing, holds, scholarships, financial aid, tax info, religious affiliation, special groups, class list, Dean's List, expected graduation date, previous institutions attended, aliases, admissions status, deceased status	High
Enrolled student - official	The academic transcript is the compilation of the entire student's career and is secured at the critical level.	Academic transcript.	High
Course data/learning management	Course, student and faculty data collected and maintained for the purpose of course operations including the assignment of grades.	Attendance, charts, grading, roster, assignments, class participation, homework, class recordings.	High

Advising	Data collected and maintained for student activity and services such as on-campus living, parking operations, career services, exercise facilities, student activities and clubs.	Advisor, advising notes, conversations.	High
Advising	Data collected and maintained for tracking immunizations data as well as patient visits.	Behavioral and Medical Information.	High
Education services	Data collected and maintained for students receiving veterans' benefits or other services such as disability services.	Work authorization code, Visa, residential services.	High
Advocate / Accommodate	Data collected and maintained for use by administrators and the Dean of students for determining student intervention strategies.	Disabilities, criminal record, Dean of Student Actions, University Community Standards.	High

Departmental Information

Advancement

Data Source	Description	Detail	Criticality
Donors	Data collected for the purpose of identifying, soliciting and stewarding prospective and current donors.	Name, Address, Telephone, Relationship Information, Giving Information, Wealth, Giving Score, Donor Records, Educational Background.	High
Alumni	Data collected for the purpose of identifying, soliciting and stewarding prospective and current alumni.	Name, Address, Telephone, Relationship Information, Giving Information, Wealth, Giving Score, Donor Records, Academic Records, Educational Background, Campus Activity, Financial Aid Information, Scholarship Information, and Information collected once a student becomes alumni.	High

Administrative	Corporate data collected and maintained for the operations of the Foundation and Advancement including endowment, financial data, and donor intent.	Development Priorities, Development Strategy, Contract Reports, Donor Records, Organization Financial and administrative information.	High
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Facilities

Data Source	Description	Detail	Criticality
Campus Map	Campus map showing buildings, names, addresses, parking, lighted pathways, emergency phones, aerial imagery.	Used for general way finding.	Low
Building data	Official building codes/names, street address, building size, year of construction, ownership.	State & Federal Reporting: Provide information to university community and consultants working on university projects.	Low
Building egress plans	Basic floor plans showing egress routes and shelter areas	Used for planning, drills, posting within buildings.	Medium
Facility work orders	Facility maintenance management/physical plant requests: From new keys/locks to small renovations including preventive maintenance.	Tracking Facility maintenance for university buildings along with related shop assignment, status, cost and billing.	Medium
Room data and/or teaching room utilization	Official room numbers, departmental assignment, type of space, square feet area, number of seats-with associated floor plans and office occupant (person). Consists of an extract of PeopleSoft blended with building/room data; measures use of teaching rooms for efficiency and future planning.	State and Federal Reporting: Feeds valid building/room/address into PeopleSoft for class scheduling, Quali for asset tracking and purchasing-Responsibility center space costing-generates facilities R&R funding and indirect cost recovery rate. Existing room inventory is the basis for planning new facilities.	Medium
Project data	Information tracking; facility projects from conception to completion including status, budget, actual cost, project drawings.	Reporting, task assignment, budget, status, efficiency, billing.	Medium
Utilities	Data regarding university infrastructure and underground utilities.	State reporting/tracking/emergency shut off/locating of underground utilities.	High

Building-life safety	Detailed floor plans showing gas, water, sprinkler, shut-offs, hazardous materials. Provided to emergency responders on all campuses.	Detailed floor plans showing gas, water, sprinkler, shut-offs, hazardous materials. Provided to emergency responders on all campuses.	High
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Finance Administration

Accounts Payable

Data Source	Description	Detail	Criticality
Accounts Payable: Vendor Info	Data collected for tax reporting requirements associated with domestic payments.	SSNs for IRS Tax identification (sole proprietors).	High
Accounts Payable: Vendor Info	Banking information provided on vendor invoices.	Certain vendors publish bank account information on the face of invoices.	High
Accounts Payable: Vendor Info	Data collected for electronic transmission of external payments.	Vendor ACH bank information (i.e. bank account number) as provided on ACH authorization forms.	High
Accounts Payable: Payment Documentation	Supporting documentation to provide an accurate audit trail for payment reason.	Medical or research supporting documentation for disbursement voucher and payment requests. General supporting documentation (utilities, supplies, etc.) for disbursement voucher, payment requests, and procurement card purchases.	High

Budget

Data Source	Description	Detail	Criticality
University Budget Office: Approved Fee Rates	Instructional & Other Mandatory Non-Instructional Fee Rates as approved by the Board of Trustees. The Non-Instructional fees contain the administrative and course-related fees as applicable.	Student Activity Fee, Technology Fee, etc.	Low
University Budget Office: Official Budget	The Official Budget provides the Trustee Approved budget.	Base, current, and monthly budgets by chart, by fund group, by division / organization.	Medium

University Budget Office: Credit Hours	Credit hours and enrollment history information.	Credit hour enrollment figures, excluding ACP, for the previous semester by campus.	Medium
University Budget Office: Operating and Appropriation Requests	The operating, fee replacement, and special state appropriation request prepared by instructions issued by the state budget office.	Operating, fee replacement, special state appropriations.	Medium

Capital

Data Source	Description	Detail	Criticality
Capital: Asset Data	Information gathered when purchasing and creating assets in the capital management system.	Asset description, tag number, vendor manufacturer, model, location information, status code, create date, type, useful life, etc.	Medium
Capital: Asset Payment Data	Payment data related to the purchase, depreciation, transfer and disposal of capital assets.	Asset cost amount, accumulated depreciation, payment account and funding source.	Medium

Cash Management

Data Source	Description	Detail	Criticality
Cash Control: Custodial Funds	Custodial funds are maintained and are authorized to be used by a designated custodian to meet a specific operational need within the custodian's area of responsibility that cannot be accommodated by normal payment procedures, including the use of purchase orders, departmental purchase orders, or disbursement vouchers. Data in this area is maintained to assure proper controls to safeguard funds and facilitate reconciliation of activity to the general ledger.	Data maintained regarding custodial fund history, agreements, revalidation, and reconciliation data.	Medium

Cash Control: Bank Balancing Data	Reconciliation of bank transactions, bank statement data and how bank data relates to general ledger activity.	Bank statements, credit card income reconciling, daily general ledger transaction data.	High
Cash Control: Unclaimed Property	Analysis and maintenance of data for disbursement, vendor, and bank activity used to track outstanding check register items after the six months stale date to attempt to locate and pay the payee or escheat the unclaimed property to the respective state government based on payee's last known address.	Stale bursar checks, payroll checks, vendor checks, and refund checks.	High

Cost Accounting

Data Source	Description	Detail	Criticality
Cost Accounting: Facilities and Administration (F&A) Rate	Data is collected from numerous data bases and other sources to be summarized by the cost accounting system by cost pool to develop and negotiate a proposed F&A with the U.S. Department of Health and Human Services rate to facilitate the recovery of the proportionate share of facilities and administrative cost for sponsored programs.	High level statistical data from Human Resources, Student and other OHIO departments; financial information from the General Ledger; asset information from the capital asset management system; space and room function information from space management; interest y building from treasury; and specific manual detail data collected and maintained from various departments.	Medium
Cost Accounting: Recharge/Service Center Compliance Review	Data is collected from departments that manage Recharge/Service Centers that bill other university accounts to assure compliance with applicable university policies and federal regulations.	High level statistical data from Human Resources, Student and other OHIO departments; financial information from the General Ledger; asset information from the capital asset management system; space and room function information from space management; interest y building from treasury; and specific manual detail data collected and maintained from various departments.	Medium

General Accounting

Data Source	Description	Detail	Criticality
Ledger Transactions	Accounting entries contained in the university General Ledger and Labor Ledger and source documentation.	Financial transactions (cash receipts, Pcard, transfer of funds, distribution of income / expense, journal vouchers, accrual vouchers, salary transfers, benefit transfers, etc.), other enterprise systems (payroll, travel, student, etc.), and other subsidiary systems.	Medium
Chart of Accounts	The infrastructure that provides valid values, data validation and financial document rules checking.	List of accounts, account guidelines, organizations, object codes, levels, consolidation, etc.	Medium

Non Student Accounts Receivable

Data Source	Description	Detail	Criticality
Non-Student Accounts Receivable: Accounts Receivable System	Records related to customer information, invoices, billing organization and processing organization information, customer credit memos and related AR reports.	Customer name, address, phone, description of items and quantity ordered, aging reports, billing statements and invoice reports.	Medium
Non-Student Accounts Receivable: Payment Processing	Records related to how the payment was received (i.e., lockbox, credit card, ACH) and how the payment was applied.	Cash control includes: customer name, check number, date, amount of funds received and specifies the processing organization. The Application document provides for how the funds were applied. The document allows the user to apply to a specific customer and invoice, move the funds outside of the accounts receivable module or place it in unapplied while we research where the funds should be applied.	Medium
Non-Student Accounts Receivable: Write-Offs	Data related to University write-offs.	The customer invoice, write off document lists the invoice number that is being written off, an explanation of why it is being written off, customer number and the amount being written off.	Medium

Payroll

Data Source	Description	Detail	Criticality
Payroll: HR Records	Records related to Employee tax, deduction, and direct deposit setup. All paycheck wage, tax, benefit, and deduction detail including year-end tax reporting. Detailed attendance and Work Force data.	Social security number (SSN), direct deposit and bank account numbers. Employee tax, deductions and contributions. Timesheet and funding data.	High

Purchasing

Data Source	Description	Detail	Criticality
General purchasing	Data related to University goods and services procurement activity.	Vendor information, purchase requisitions, purchase orders, vendor contracts and agreements.	Medium
Purchase order involving lab animals	Politically sensitive.	Location, numbers, types, etc.	High
Vendor Tax IDs	Federal tax identification number.	Tax ID including SSN for sole proprietors.	High
Vendor bid documentation	RFP process documentation.	Details of a response to an RFQ/RFI/RFP solicitation prior to award. Vendor specifications, price quotations, other proprietary bid information.	High
Awarded bid information	RFP process documentation.	Amount of bid, name of company, proprietor submission, response to bid, etc.	High

Research Administration – Grants

Data Source	Description	Detail	Criticality
Research: Proposal Development	Data related to Research Grant proposal and budget development in pre-submission to a sponsor.	Includes principal investigators and key persons names, title of proposal / study, lead units involved in the research, intellectual and financial credit splits, funding level proposed, proposal documents, and funding source.	High

Research: Institutional Proposal	Master record for a Proposal after submission to sponsor. Maintains proposal, sponsor, and award information. Includes proposals created via Proposal Log document.	Includes principal investigators and key persons names, title of proposal / study, lead units involved in the research, intellectual and financial credit splits, funding level proposed, proposal documents, and funding source.	High
Research: Award	Data related to proposals that have been awarded funds via a designated sponsor. Includes information regarding sub awards/subcontractor and sub recipients.	Examples as show above in the research proposal development and institutional proposal phases. Also included are F&A rates required approvals for equipment, foreign travel, and sub awards; funding levels: currently available funds (obligated), future funding (anticipated), direct and indirect (optional) funding levels, detailed award budget tool; Links to other modules; institutional proposals as funding source, development proposal provides award budget details, sub award; terms and conditions.	High
Research: Negotiations	Allows the sponsored programs office to manage negotiations for a proposed research project or for other locally defined activities, such as Material Transfer Agreements, Proprietary Information Agreements, or Non-Disclosure Agreements.	Includes principal investigator names, negotiator names, sponsor, agreement type, start and end dates of negotiation, and the status. Also, includes electronic documents.	High
Research: Questionnaires	Questions related to the proposal.	Includes questions regarding conflict of interest; application is to be submitted to a federal or federal pass-thru sponsor; eligibility of principal investigator to conduct research via a federal entity; certifying responsibility for the research to be conducted.	High
Research: Sub awards	Questions related to the sub award.	Includes information related to sub awards provided to other institutions; budget, timeframes, title, lead unit.	High

Student Loans

Detail	Description	Detail	Criticality
Student Loans: Demographic and Loan Information	Contact/Demographic data related to the borrower and all related loan information.	Demographic data related to the borrower; promissory note; loan disbursement amount; payment information; cancellation & benefit data; adjustments; assignment information; acceleration data; and exit information.	High
Student Loans: Collection Data	Contact/Demographic data related to the delinquent account.	For internal collection data includes: an audit trail of correspondence with the borrower or delinquent account (i.e. letters, emails, memos). For external collections: Contact information for parents, spouse, relatives, credit bureau information, agency placement, and acceleration data.	High

Tax

Detail	Description	Detail	Criticality
Tax Reporting: Periodic Reporting/Returns	Returns/forms filed to satisfy Federal, State, Local and International reporting requirements.	941, ST-103, 990_t, 720, 8300, 8038, 8233, W-7, sales, excise and withholding taxes.	High
Tax Reporting: Reportable Payments and Forms	Forms generated to satisfy Federal, State, Local and International reporting requirements for payments made.	1099 series, W-2, 1098-T, 1042-s, unemployment reporting through payroll, and new hire reporting with states.	High
Tax Reporting: Employee, Student and Vendor Info	Data collected for governmental taxation requirements (e.g. - Federal, State, Local withholding and tax treaty benefits for payments to a foreign student, employee or vendor.	Copies of passports, VISAs, citizenship and SSN for taxation benefits.	High

Travel

Detail	Description	Detail	Criticality
General travel and trips	Information about trips taken on behalf of the university, can include students.	Contact info, travel, plans, hotel reservations, dates of travel, reimbursement.	High
Future dated trips	Information about trips to be taken on behalf of the university, more sensitive because of identification/location information.	Contact info, dates of travel, location of travel, estimated costs, registration.	High
Past dated trips	Internally sensitive due to perceived equity issues.	Contact info, dates of travel, location of travel, costs, hotel, registration, attendance reimbursement.	High

Human Resources

Data Source	Description	Detail	Criticality
Public record information	Data required by the State of Ohio to be produced upon the receipt of a public records request.	Name, Job Title, Business Address, Business Telephone.	Low
Employee Personnel Files	Records related to employment, position classification, wage or salary, employee relations, training, attendance, etc. that contain data elements identified as Critical or contain highly sensitive information.	With appropriate request from Legal Affairs - Compensation, Job Description, Education & Training Background, Previous Work Experience, Dates of Employment, Information relating to the stats of any formal charges against the employee, Factual basis for disciplinary action in which final action has been taken and resulted in suspension, demotion or discharge.	Medium
Employee Personnel Files	Records related to employment, position classification, wage or salary, employee relations, training, attendance, etc. that contain data elements classified as Restricted or contain sensitive information.	Form I-9 and supporting documentation (copy of passport, driver's license, Visa), personal information form, employee relations case files, termination letters, job applications, hiring committee notes collected during the hiring process, performance improvement plans, performance management records, ADA Accommodations letter, background check reports, grievance forms, FMLA, misconduct information, offer letters, performance reviews, promotion and tenure recommendations and votes, faculty reappointment decisions, faculty annual reviews, position files.	High

International Programs

Data Source	Description	Detail	Criticality
Study Abroad: Program Data	General information about Study Abroad programs.	Study abroad program.	Low
Employment Based: Public Notices	Information for H1B or PR residency required by USCIS and DOL to be made actively public (i.e. posted to the web for duration of time) as part of a petition process.	Notice of intent to hire an H1B, labor certification posting notice.	Low
Employment Based: Public Inspection File	Information required to allow work in US and petition for permanent residency for approval and public inspection requirements.	Public inspection file and related documents/details, information tied to job (not person); required to be public generally for audit from DOL.	Medium***
SEVIS Tracked Data	Data maintained in SEVIS database, and managed by the university and reported into SEVIS.	SEVIS number, program begin and end dates, subject area, field of study, category classification, expense and funding numbers (no accounts), fields to comply with employment authorization, audit/alert data, transactional level data.	High
SEVIS Supporting Documentation	Documents required to be maintained by the university.	Copies of passports and visas, bank statements, doctor medical exception note, job offer letters, etc.	High
International Admissions	Documents and data used for processing international applicants.	Foreign transcripts or other academic transcripts.	High
Employment Based: Petitions	Data used to petition for employment (H1B, E3, O1, etc.) authorizations, and permanent residency.	I-129 or I-140 and supporting documentation / information; which may contain SSN or other critical data.	High
Employment Based: Data Tracking	Data tracked to review the position.	H1B (etc.) approval periods, LCA periods and minimum required wage information, iCert data, PERM data, snapshots for scholar reporting, audit / alert data.	High
Workflow	Workflow data that is used to manage people through the full process of international lifecycle processes (admissions, pre-arrival, scholar services, study abroad) with communication plans as well.	Approvals, dates, stages, status, communications.	High

Study Abroad: Student Participant Sensitive Data	Study Abroad applications and admissions data, verified duplicates of identity and citizenship confirmation documents.	Copies of passports and VISAs.	High
Study Abroad: Student Participant Tracked Data	Study Abroad applications and admissions data regarding academics.	Application to programs, participation records, scholarships, etc.	High
International Partnerships	Agreements made with entities in other countries for exchange programs, research, teaching and learning, international developments.	Agreements, notes from discussion leading up to the agreements.	High
Honors program in foreign language	Applicable program data.	Student application, lists, where going, when, grade info.	High

Library

Data Source	Description	Detail	Criticality
Bibliographic	Bibliographic and item records for materials held by the Libraries.	Bibliographic records (author, title, publisher, subjects, identifiers, dates, notes) Item / holding records (library, location, call number, checkout status, due date).	Low
Acquisitions	Records related to purchasing of materials and subscriptions for the Libraries.	Vendor Information, Purchase Requisitions, Purchase Orders, Vendor Contracts and Agreements.	Medium
Circulation	Records related to library patrons, library management system users, and materials borrowing. Bills and fines.	Patron Information including SSN and PID, Demographic Information (name, address, phone, email, etc.), Date of Birth, Bills and Fines, Current Checkouts, Holds, Usernames and Passwords for Staff Authorized to Access Library Management System.	High

***Denotes need to contact legal affairs prior to release.