Data Classification Worksheet					
Data Categories	**Data Items**	**Sensitivity Label* High = 5, Low = 1**	**Student Information System**	**Learning Management System**	**File Management System**
Student and Parent Data	Student - Name	3			
	Student - Address	4			
	Student - Photos	4			
	Student - DOB	4			
	Student - Medical Records	5			
	Student - Academic Records	4			
	Parent - Name	3			
	Parent - Address	4			
	Parent - Phone Number	3			
	Parent - Email Address	3			
	Parent - Bank Account Details	5			
	Parent - Credit Card Details	5			
Staff data	Staff - Name	3			
	Staff - Address	4			
	Staff - DOB	4			
	Staff - Personal Phone Numbers	4			
	Staff - Photos	4			
	Staff - Personal Email Address	4			
	Staff - License or other Identity Documents	5			
Finance	Invoicing Ledger Data	4			
	Historic Invoicing Data	4			
	Bank Details	5			
	Tax Return Data	5			
	Vendor/Supplier/Contractor Contact and Bank Details for Payment	3			
HR and Payroll	Staff PII (DOB, Addresses, Copies of Identity Documents)	5			
	Salary & Payroll Data	5			
	Staff Tax File Numbers	5			
	Employee Contracts	4			
	Police Checks	5			
Marketing	Website Data	2			
	Marketing Campaign Data	2			
Governance, Risk and Compliance	Board Papers & Minutes	3			
	Breach Reports	5			
	Regulatory Reports	3			
	Risk Register Data	2			
	Incident Register Data	4			
IT Data	Infrastructure Map	5			
	IT Passwords	5			
	Asset Lists	5			
	Data Maps	5			

* Sensitivity Label: Impact to school if information is included in a data breach
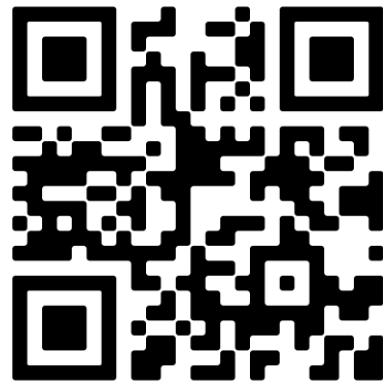
Scan the QR below to access today's resources and further information.
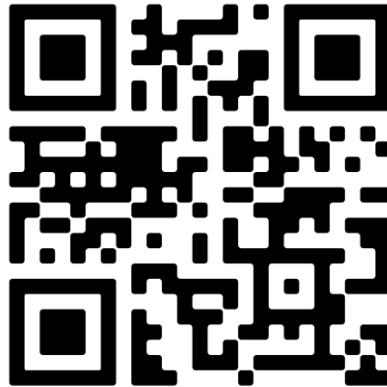
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