Data Classification Levels
Appendix D

A. Personally Identifiable Information (PII)
1. PII is information about an individual maintained by an agency, including:
   a. any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records.
   b. any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.
2. Unauthorized or improper disclosure, modification, or destruction of this information could violate state and federal laws, result in civil and criminal penalties, and cause serious legal implications for Mountain Brook Schools.

B. Confidential Information
1. Confidential information is very important and highly sensitive material that is not classified as PII. This information is private or otherwise sensitive in nature and must be restricted to those with a legitimate business need for access.
   Examples of Confidential Information may include: personnel information, key financial information, proprietary information of commercial research sponsors, system access passwords and information file encryption keys.
2. Unauthorized disclosure of this information to people without a business need for access may violate laws and regulations, or may cause significant problems for Mountain Brook Schools, its customers, or its business partners. Decisions about the provision of access to this information must always be cleared through the information owner and/or data governance committee.

C. Internal Information
1. Internal Information is intended for unrestricted use within Mountain Brook Schools, and in some cases within affiliated organizations such as Mountain Brook Schools' business or community partners. This type of information is already widely-distributed within Mountain Brook Schools, or it could be so distributed within the organization without advance permission from the information owner.
   Examples of Internal Information may include: personnel directories, internal policies and procedures, most internal electronic mail messages.
2. Any information not explicitly classified as PII, Confidential or Public will, by default, be classified as Internal Information.
3. Unauthorized disclosure of this information to outsiders may not be appropriate due to legal or contractual provisions.

D. Public Information
1. Public Information has been specifically approved for public release by a designated authority within each entity of Mountain Brook Schools. Examples

of Public Information may include marketing brochures and material posted to Mountain Brook Schools' internet web pages.

2. This information may be disclosed outside of Mountain Brook Schools.

E. Directory Information

Mountain Brook Schools defines Directory information as follows:

Student first and last name
Student gender
Student home address
Student home telephone number
Student school-assigned email address
Student photograph
Student place and date of birth
Student dates of attendance (years)
Student grade level
Student diplomas, honors, awards received
Student participation in school activities or school sports
Student weight and height for members of school athletic teams
Student most recent institution/school attended
Student ID number