

DuPage County

Data Classification Policy	Created: 10/15/2016
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1. Overview

Information assets are assets to the County just like physical property. In order to determine the value of the asset and how it should be handled, data must be classified according to its importance the County operations and the confidentiality of its contents.

2. Purpose

The purpose of this policy is to detail a method for classifying data and to specify how to handle this data once it has been classified.

3. Scope

The scope of this policy covers all County data stored on County-owned, County-leased, and otherwise County-provided systems and media, regardless of location. Also covered by the policy are hardcopies of County data, such as printouts, faxes, notes, etc. Personal data as defined below is excluded from this policy.

4. Policy

4.1 Data Classification

All data stored on DuPage County systems shall be classified into one of the following categories. Data may additionally be classified as a “Record” per the State of Illinois Records Retention Act. What constitutes a record is determined by each Department’s Application for Authority to dispose of local records and must be handled in accordance with this Act.

- 4.1.1** Personal: Includes user’s personal data, emails, documents, etc. This policy excludes personal information, so no further guidelines apply.
- 4.1.2** Public: Includes any information that may or must be open to the general public. It is defined as information with no existing local, state, national or international legal restrictions on access or usage. Public data, while subject to State of Illinois and/or DuPage County disclosure rules, is available to all residents of DuPage County and to all individuals and entities external to DuPage County.
- 4.1.3** Confidential Data: Information that must be guarded due to legal, proprietary, ethical, or privacy considerations, and must be protected from unauthorized access, modification, transmission, storage or other use. This classification applies even though there may not be a civil statute requiring this protection. Confidential Data is information that is restricted to certain employees of DuPage County who have a legitimate purpose for accessing

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such data. Data Owners may designate data as Confidential. Disclosure to parties outside of DuPage County should be authorized by the County Board and/or the State's Attorney's Office. Some examples of Confidential Data are: Social Security numbers, credit card numbers, bank account numbers, and protected health information, as defined by HIPAA.

4.2 Data Destruction

After data has been determined not to be a "Record" per the State of Illinois Records Retention Act, or has been authorized for destruction by the Local Records Officer, the following guidelines apply to the destruction of the different types of County data.

4.2.1 Personal – there are no requirements for personal information

4.2.2 Public – there are no requirements for public information.

4.2.3 Confidential – This data must be destroyed in a manner that makes the recovery of the information impossible, either by shredding, data wiping using the most secure commercially available data wiping technology, or by physically destroying the storage media.

4.3 Applicability of Other Policies

This document is part of the County's cohesive set of security policies. Other policies may apply to topics covered in this document and as such the other policies should be reviewed as needed.

5. Enforcement

This policy will be enforced by the Department Head or Elected Official. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment. Where illegal activities or theft of County property (physical or intellectual) are suspected, the County may report such activities to the applicable authorities.

6. Revision History

Revision 1.0, 10/15/2016