

Information Classification Procedures

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1. Purpose and scope

- 1.1 These procedures are intended to help creators, users and managers of information assess its sensitivity. There are four classification levels for university information – external, internal, restricted and highly restricted. Each level is described in detail below.

2. External information

- 2.1 Information intended to reach the widest possible audience
- 2.2 There are no restrictions on who can view or access the information
- 2.3 Release of the information will have no adverse effect on King's
- 2.4 The information has a use for audiences outside King's
- 2.5 The information complies with university standards for public content
- 2.6 There is a need to publicly disclose the information in accordance with legislative requirements for accountability and transparency, such as the Freedom of Information Act 2000

Examples include:

- Marketing materials
- Press releases
- Information about public events
- Prospectuses and handbooks
- King's College London policies, regulations, statements and strategies
- General information about Faculties and Departments, such as programmes, contact details, news and events
- Annual reports and financial statements
- Minutes of senior committees and other information that King's is required to make publicly available under the Freedom of Information Act 2000
- Open access research publications, papers, articles and presentations

3. Internal information

- 3.1 Information intended to reach King's staff and students
- 3.2 Information dealing with issues that affect both students and staff and relate to their daily activities or interactions with King's
- 3.3 Information of limited interest or use to external audiences
- 3.4 Information that complies with university standards for internal content

Examples include:

- Staff and student telephone and email directories
- Examination timetables
- Staff or departmental calendars
- Information on room bookings
- Information relating to internal events
- Internal emails, notices and messages
- Departmental policies
- Departmental procedures, guidance and forms
- Detailed information about Faculties and Departments
- Publications, newsletters, papers and presentations aimed at students and staff

4. Restricted information

- 4.1 Information intended for use by a limited group of King's users
- 4.2 Information of little use or interest to wider groups
- 4.3 Restricted information can cover personal or financial matters but would not usually include highly confidential or sensitive material
- 4.4 Release of the information could have an adverse effect on King's

Examples include:

- Most information held on university servers or in student and staff personal storage
- Most information held in Microsoft 365 storage, including SharePoint and Teams sites
- Records of departmental committees and team meetings
- Databases or spreadsheets used for logging enquiries or contact details
- Project files, case files and grants files, in paper or electronic format
- Routine financial information, such as purchase orders and invoices
- Draft policy and planning documents
- Routine records relating to university students and staff, including data held in SITS and on HR systems
- Teaching materials and content on KEATS
- Most research records and data

5. Highly restricted information

- 5.1 Information strictly for use by a specified group of users and covering issues that they are exclusively authorised to handle
- 5.2 Information that is of no use to wider members of the university or the public
- 5.3 Information that is personal, confidential and sensitive, or of financial or commercial value
- 5.4 Release of the information would have an adverse effect on King's

Examples include:

- Special category personal data relating to staff and students as defined by the university [Data Protection Policy](#)
- Disciplinary, complaint and misconduct investigations

- Confidential financial information including personal bank account details*
- Information relating to security of university buildings and systems
- Confidential, high-level planning and strategy documents
- Information on controversial research
- Information with commercial value
- Sensitive information on research participants

* Note that cardholder data (for any payment card type) is classified as highly restricted but must not be retained or processed electronically on any King’s system.

6. Managing classified information

6.1 The table below indicates how to manage classified information and provides advice on storage, access controls and special considerations such as data transfers and secure disposal.

	External	Internal	Restricted	Highly restricted
Users	Unrestricted	All King’s users	Directorate, Faculty or Department specific	Clearly specified set of users
Location	Electronic – King’s website or external websites Paper – Public dissemination	Electronic – King’s intranet, internal emails or newsletters Paper – King’s wide dissemination	Electronic – Follow IT guidance and advice on the Digital Skills Hub . Paper – Local filing and office storage, lockable where personal data is involved	Electronic – Follow IT guidance and advice on the Digital Skills Hub . Note that no storage of cardholder data is permissible. Paper – Locked filing areas
Access control	None	King’s login or ID card	Electronic – Restricted logins or permissions for relevant groups, password protection where applicable Paper – Physical access restricted to relevant groups	Electronic – Individual logins, passwords or permissions for protected documents. Note that no storage of cardholder data is permissible. Paper – Access only to key holders
Disposal	Electronic – Delete Paper – Recycle	Electronic – Delete Paper – Recycle	Electronic – Delete or overwrite with updated version. Secure disposal of electronic media	Electronic – Overwrite and delete. Secure disposal of electronic media

			Paper – Sealed confidential waste bin or shred	Paper – Sealed confidential waste bin or shred to standard BS EN 15713. Check credentials of confidential waste contractor
Transfer	Internal or external transfers with no restrictions	Electronic – King's email Paper – Internal mail	Electronic – Follow King's guidance on sharing or transferring files. See also advice on the Digital Skills Hub for sharing files via OneDrive and Sharepoint . Paper – Internal mail, clearly addressed and job number for delivery obtained from Estates	Electronic – Follow King's guidance on sharing or transferring files. See also advice on the Digital Skills Hub for sharing files via OneDrive and Sharepoint . Note that no documents containing cardholder data may be transferred. Paper – By hand, secure courier or registered mail
Remote working	No restrictions	Electronic – Use King's login to access intranet, email and storage Paper – No restrictions	Electronic – Follow IT guidance and policies on accessing files remotely Paper – Restrict unauthorised viewing or access, do not leave unattended in a public place	Electronic – Follow IT guidance and policies on accessing files remotely. Avoid downloading documents to personal devices. Do not leave unattended and use encryption on personal devices Paper – Avoid removal from King's premises. Avoid making unnecessary copies and do not leave unattended in a public place

6.2 For assistance with online storage, encryption, data security and technical issues, please contact IT Services; email 88888@kcl.ac.uk or telephone 020 7848 8888.

- 6.3 For advice on data protection and freedom of information, contact Information Compliance; email info-compliance@kcl.ac.uk or telephone 020 7848 7816.
- 6.4 For advice on storage and management of university records, contact Corporate Records Management, email records-management@kcl.ac.uk or telephone 020 7848 2283.