

Curtin University Data Security Classification Scheme

The table below provides guidance on the business impact levels associated with each of the classification levels in the case of an unauthorised information disclosure.

Security Classification Levels	Base Business Impact Level Descriptions (as per Protective Security Policy Framework)	Curtin Risk Consequence Levels		
		Reputation & Image	Stakeholder (Student, Staff, Agent, Supplier, Contractor)	Liability & Compliance
Unclassified - PUBLIC	Information that has been authorised for public access and circulation, or deemed public by legislation or routine disclosure.	Once off coverage; No damage to brand; Negligible social and mainstream media.	Insignificant weakening of a single stakeholder relationship; Little impact to student / staff satisfaction.	Breach of procedure; Fines, costs, penalties or financial loss of < \$10K.
UNCLASSIFIED with DLM (refer below for DLM usage guidelines)	To be applied when the compromise of the confidentiality of information could be expected to cause limited damage to the University, individuals, or Australia's National Interest.	Minimal damage to brand; Adverse social and mainstream media for less than 1 week.	Damage to some stakeholder relationships; Temporary adverse change to student / staff satisfaction.	Breach of regulation, legislation, standard or policy leading to: Low or medium audit or regulator findings; Fines, costs, penalties or financial loss of \$10K < \$100K.
PROTECTED	To be applied when the compromise of the confidentiality of information could be expected to cause damage to the University, individuals, or Australia's National Interest.	Medium term damage to brand; Escalating adverse social or mainstream media between 1 and 2 weeks.	Weakened relationships with a number of significant stakeholders; Sustained reduction in student / staff satisfaction, requiring specific measures to rectify.	Breach of regulation, legislation or standard, leading to: Working with external auditor or regulator regarding a moderate investigation; Significant internal audit findings; Loss of accreditation to a course by a professional body; Fines, costs, penalties or financial loss of \$100K < \$500K.
CONFIDENTIAL NOT APPLICABLE TO CURTIN UNIVERSITY	To be applied when the compromise of the confidentiality of information could be expected to cause significant damage to the University individuals, or Australia's National Interest.	Escalating long term damage to brand; Significant adverse social or mainstream media for more than 2 weeks.	Damage to key stakeholder relationships; Loss of key staff.	Breach of regulation, legislation or standard, leading to: Significant external audit or regulator investigations; Government agency / regulator intervention; Prosecution; Loss or suspension of accreditation linked to professional registration; Fines, costs, penalties or financial loss of \$500K to \$1 million.
SECRET NOT APPLICABLE TO CURTIN UNIVERSITY	To be applied when the compromise of the confidentiality of information could be expected to cause serious damage to the University individuals, or Australia's National Interest.	Irreparable damage to brand.	Total loss of credibility with key stakeholders.	Breach of key legislation or regulation, leading to: Deregistration; Jail terms for Council, Executive, Directors, Senior Managers; Prolonged litigation; Fines, costs, penalties or financial loss of more than \$1 million.
TOP SECRET NOT APPLICABLE TO CURTIN UNIVERSITY	To be applied when the compromise of the confidentiality of information could be expected to cause exceptionally grave damage to the University individuals, or Australia's National Interest.	Irreparable damage to brand.	Total loss of credibility with key stakeholders.	Breach of key legislation or regulation, leading to: Deregistration; Jail terms for Council, Executive, Directors, Senior Managers; Prolonged litigation; Fines, costs, penalties or financial loss of more than \$1 million.

In use during the Microsoft Azure Rights Management (ARM) trial (November 2016 – February 2017)

Dissemination Limiting Markers (DLMs) Usage Guidelines

The table below provides Curtin staff with the guidance required for the effective and correct selection of DLMs when changing the classification of their documents or email communications they author.

DLM →	FOR OFFICIAL USE ONLY (FOUO)	SENSITIVE	SENSITIVE: PERSONAL	SENSITIVE: LEGAL	SENSITIVE: DISCIPLINE	SENSITIVE: COMMERCIAL	SENSITIVE: RESEARCH	SENSITIVE: COUNCIL	SENSITIVE: WA CABINET
Usage Guideline ↓									
Who can use this DLM?	All Curtin Staff	All Curtin Staff	All Curtin Staff	Restricted to Legal and Compliance personnel only	All Curtin Staff	All Curtin Staff	All Curtin Staff	All Curtin Staff	Restricted to Secretariat personnel only
Which classifications can it be used with?	UNCLASSIFIED ONLY (Curtin default DLM)	UNCLASSIFIED and PROTECTED	UNCLASSIFIED and PROTECTED	UNCLASSIFIED and PROTECTED	UNCLASSIFIED and PROTECTED	UNCLASSIFIED and PROTECTED	UNCLASSIFIED and PROTECTED	PROTECTED ONLY	PROTECTED ONLY
When should I use this DLM?	This DLM should only be used for communication and/or documents relating to data or information contained in documents and/or email communication intended for internal Curtin use only.	This DLM should only be used when the disclosure of the data or information contained in documents and/or email communication is prohibited under legislation applicable to Curtin or other secrecy provisions of enactments may apply however does not meet the usage requirements for the other DLMs listed in this table.	This DLM should only be used when the disclosure of the data or information contained in documents and/or email communication is deemed sensitive personal information as defined in the <i>Australian Privacy Act 1988</i> .	This DLM may only be used for communication and/or documents relating to legal advice provided by Curtin Legal and Compliance Services personnel. Staff not employed by Curtin Legal and Compliance Services are not permitted to apply this DLM to documents or email communications they author.	This DLM may only be used for communication and/or documents relating to Staff or Student disciplinary matters referred to Office of the Academic Registrar Student Discipline Office for student matters or the Integrity and Standards Unit for staff related matters.	This DLM should only be used when the disclosure of the data or information contained in documents and/or email communication relates to any procurement and contractual negotiations between Curtin and third parties prior to and post contract execution.	This DLM should only be used when the disclosure of the data or information contained in documents and/or email communication relates to research activities where additional protections are required based on the research subject matter or a legislative requirement (e.g. <i>Defence Trade Controls Act 2012</i>).	This DLM may only be used for communication and/or documents relating to matters before the Curtin University Executive Council.	This DLM may only be used for communication and/or documents relating to matters before the West Australian Parliament/Cabinet.
Additional controls Applicable / Available	No Additional Controls Applicable	<ul style="list-style-type: none"> Do not forward Do not print Do not copy 	<ul style="list-style-type: none"> Do not forward Do not print Do not copy 	<ul style="list-style-type: none"> Do not forward Do not print Do not copy 	<ul style="list-style-type: none"> Do not forward Do not print Do not copy 	<ul style="list-style-type: none"> Do not forward Do not print Do not copy 	<ul style="list-style-type: none"> Do not forward Do not print Do not copy 	<ul style="list-style-type: none"> Do not forward Do not print Do not copy 	<ul style="list-style-type: none"> Do not forward Do not print Do not copy
Additional Control Application Methods	May be applied as individual controls at the Document Author's Discretion	May be applied as individual controls at the Document Author's Discretion	May be applied as individual controls at the Document Author's Discretion	Automatically Applied	Automatically Applied	May be applied as individual controls at the Document Author's Discretion.	May be applied as individual controls at the Document Author's Discretion	Automatically Applied	Automatically Applied