

Information Security Classification Policy

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Strategic Plan Theme: [Sustainable Future](#)

2. PURPOSE

The Information Security Classification Policy provides a framework to assist members of the University Community assess and label the sensitivity and importance of University information.

3. POLICY STATEMENT

3.1 All University information will be assigned an Information Security category so that it will be managed and secured in a manner appropriate with its sensitivity and importance.

Information Security Categories

3.2 University Information will be assigned one the the following categories:

Public	Information that has been authorised for public access and circulation, or deemed public by legislation or routine disclosure. This includes, but is not limited to, prospective students course outlines, the academic calendar and Curtin's public website.
For Official Use Only	Information intended for internal Curtin use only. This includes, but is not limited to, staff meeting minutes, information on routine building maintenance, room booking information.
Confidential: Legal	Information relating to legal advice provided between Counsel and their client.
Confidential:Personal	Information that is for internal Curtin use only and, if released, could be expected to cause limited damage to the University (according to the University's Risk Appetite), individuals, or Australia's National Interest. Used for information that is deemed sensitive personal information as defined in the Australian Privacy Act 1988 or that relates to staff or student discipline or other confidential human resource matters.
Confidential	Confidential information that does not meet the usage requirements for the other categories listed in this table. This may include information relating to research, commercial activities, University committees and other matters.
Protected	Information where any compromise to the confidentiality of information may be expected to cause serious harm or damage to the University (according to the University's Risk Appetite), individuals, or Australia's National Interest. Information categorised as Protected may relate to personal, legal, research, commercial, University committees, cabinet and other types of information. Strict restrictions on the use, sharing and storing of this information apply. Additional labelling may be applied to Protected information to indicate restrictions.

Access to University information

3.3 Members of the University Community are provided with the required level of access to University information in order to effectively carry out their activities. Where there are confidentiality or privacy requirements, access is restricted to specific staff positions or organisational units according to business, legislative and regulatory requirements.

Responsibility

3.4 The creator of University Information is responsible for assessing the sensitivity and importance of the information they have created. The creator is also responsible for ensuring

that the information is appropriately marked with a protective label. The protective label indicates the level of harm resulting from unauthorised release of the information as well as the sensitivity of the information. Where information is received from external parties, the recipient is responsible for assessment and labelling of the information.

3.5 The Curtin recipient is responsible for taking all reasonable steps to handle the information in accordance with its Information Security category with respect to its:

- physical and/or digital storage; and
- further dissemination to internal and external parties.

4. SCOPE OF POLICY

This policy applies to the Curtin Community, including Council members, students, staff, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a visitor, adjunct appointee, service provider, contractor or volunteer who manages Curtin information.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Information Security Classification

A process where the creator of University Information assesses the sensitivity and importance of the information and assigns a label to the information so that it can be managed or stored with consideration to its sensitivity and importance.

Protective Labels

Protective Labels are physical or electronic labels attached to information that specify the Information Security Category and level of sensitivity assigned to the information. The label indicates both the level of damage that would result from the unauthorised release of the information and indicates where information may require special handling and limited distribution.

University Information

Any information, irrespective of format, that is created, collected, generated, received, maintained or used in the course of carrying out Curtin's functions and activities or in the transaction of Curtin business.

6. SUPPORTING PROCEDURES

N/A

7. RELATED DOCUMENTS/LINKS

[State Records Act 2000](#)

[Evidence Act 1906](#)

[Freedom of Information Act 1992](#)

[Criminal Code 1913](#)

[Electronic Transactions Act 2011](#)

Australian/International Records Management Standard ISO/AS 15489 Information Security Management System ISO/IEC AS/NZS 27001

[Information Management Policy](#)

[Information and Communication Technology \(ICT\) Appropriate Use Procedures](#)

[Curtin Information Statement](#)

[Australian Privacy Principles \(under Commonwealth Privacy Act 1988\)](#)

[Information Security Classification Decision Matrix](#)

[Information Security Classification Flowchart](#)

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Policy Manager	Chief Operating Officer
Approval Authority	Planning and Management Committee
Review Date	1 st April 2023

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
	Approved	28/07/2006	Planning and Management Committee	PMC 79/09	Attachment 2 to Document No 010154/09
	Administratively Updated	15/09/2015	Director, Legal and Compliance Services		Policy Contact Updated
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Administratively Updated	18/01/2017	Director, Legal and Compliance Services		Review date updated
	Administratively Updated	12/10/2017	Director, Legal and Compliance Services		Policy Compliance Officer updated
	Approved	27/03/2018	Planning and Management Committee	PMC 31/18	Attachment A to Item 10 (previously titled Information Security Classification Policy and Procedures)