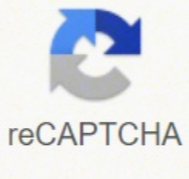
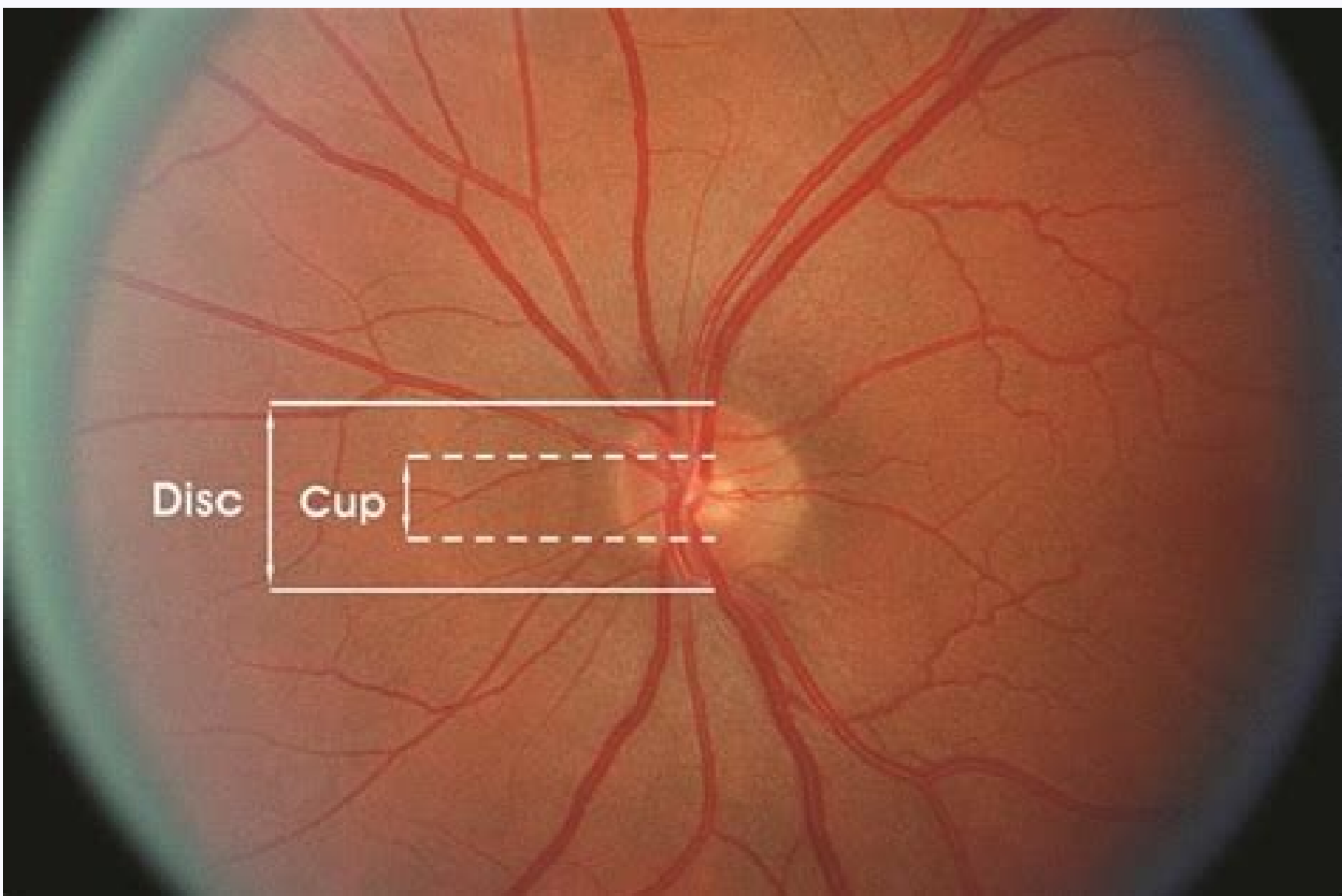
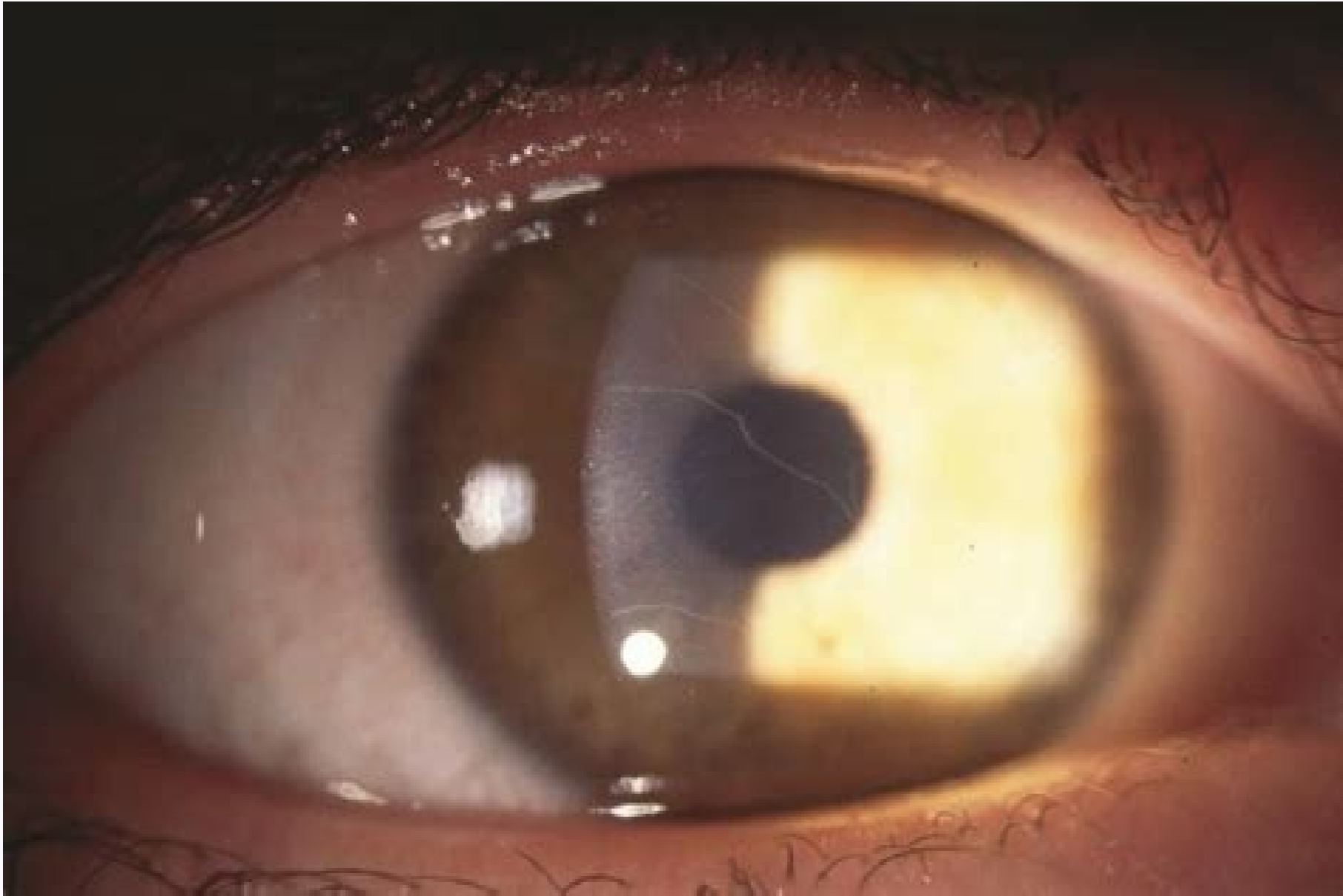




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Possible litigation or criminal prosecution and/or penalty. Regulatory consequence limited to standard inquiries. Credit card information. (17) The Information owner is required to: determine the statutory requirements regarding privacy and retention; assign an appropriate data classification; authorise access to the information; specify any additional handling controls needed to ensure the confidentiality, integrity and availability of the information; communicate the control requirements to the information custodian and to users of the information; develop a disaster recovery or business continuity plan for the information which identifies: any potential risks; vital information; and communicate this to the Information Custodian. Low or No Possibility. Loss of 1-7 days of teaching, research and/or business functions. This is the current version of this document. Research Data (containing personal data). If this asset or information is disclosed, stolen or lost. WHS incident requiring significant medical attention. DATA CLASSIFICATION Consider for PUBLIC OR UNCLASSIFIED Consider for X - In Confidence Consider for Restricted Consider for HIGHLY Restricted Alignment with Government Security Classification (8) The University Data Classifications align to the NSW and Commonwealth security classification as follows: University NSW Commonwealth Public Unclassified Information not requiring additional protection X-in-Confidence PROTECTED PROTECTED Restricted CONFIDENTIAL CONFIDENTIAL Highly-Restricted SECRET SECRET N/A TOP SECRET TOP SECRET (9) The University does not use dissemination limiting markers (DLMs) nor does it use the classification TOP SECRET when classifying information. DLMs and the Top Secret classification must only be used when required by state or federal obligations. Significant Advantage. Existence of the University under threat. Breach of legislation, contract, rule or policy that may have an impact on the relationship with the third party or the legislator, but no long lasting effect. Significant (up to 15%) loss of staff contained to one college / division. (13) The following table lists required safeguards for protecting data based on the data classification. Achievement of operational and strategic goals in the medium term jeopardised. Departmental intranet. If information is subject to classification, it shall be classified upon its creation by the Information owner according to the below guidelines and shall be re-classified by the Information owner upon any significant change in content. (12) Role based enforcement of data handling controls should be configured wherever possible, to ensure that controls are appropriate for the information available to each role. Financial Less than 1% of budget or up to \$25K. WHS event reported and investigated. This should be the default position for newly created material, unless there is a specific need to protect the confidentiality of the information. Widespread damage to staff morale. Some impact on the University's operational performance. Over 10% of budget or over \$5m. General / Provision of business operation and service. Breach of legislation, contract, rule or policy leading to possible legal action. Breakdown in strategic and or business partnership. Top of PageSection 4 - Data Classification (6) The following are the data classification principles of the University; information is an important asset of the University; the University uses data classifications to define the acceptable use and handling of information; data classifications take into account: the broader goals of the University, both to share and restrict access to information; and the impacts associated with restricting access to, and also the sharing of, information; the Information owner is responsible for determining the value of information within information systems and assigning an appropriate data classification label; data classifications are assigned on the basis of the information's value, legal requirements, sensitivity and criticality to the University; information within information systems is managed throughout its lifecycle: to ensure the confidentiality, integrity and availability of information; and to achieve compliance with the University's legal and regulatory responsibilities; these principles apply to all University information assets stored and processed on all ICT systems and assets, regardless of physical or logical location, storage medium, technology used, or the purpose(s) they serve; and any disputes regarding the

appropriate data classification of information will be reviewed by the University's Legal & Compliance Unit. Top of PageSection 2 - Executive Summary (2) The University of Newcastle routinely gathers, stores, processes and disposes of information. Reputation impacted with some stakeholders. Employee relations and complaints information. No litigation or prosecution and/or penalty. Reputation impacted with majority of key stakeholders. Serious public outcry and/or international coverage. (11) For each data classification, several data handling requirements are defined to appropriately safeguard the information. The Information owner is the authoritative head of the respective College, School, Division or Unit within the University. Information Custodian (18) Information Custodians are those individuals who control information assets and information systems regardless of physical or logical location, storage medium, technology used, or the purpose(s) they serve. In most cases, IT Services will act as the Information Custodian. For such systems, Information Technology Services or Records Governance Services (RGS) can offer guidance or provide opportunities for digitisation. Employees / WHS No impact to employees / WHS Continuity of employment concerns across the University. Regulatory or legal consequence limited to additional questioning or review by legislator. (15) The Information owner is given the authority to collect, create, retain and maintain information within their assigned area of control, coupled with the responsibility to protect that information on behalf of the University. These classifications are determined by the Information owner, and are based on the sensitivity of the information and the potential impact on the University in the event that the information is disclosed, misused, misrepresented or lost. Disruption to operations with no permanent or significant effect on University. (19) The Information Custodian defines information systems architecture, and provides technical consulting assistance to Information owners so that information systems can be built and operated to best meet business objectives. It is important to understand that overall sensitivity of institutional data encompasses not only its confidentiality but also the need for integrity and availability. Data Classification (7) Information and assets shall be classified in terms of their value, legal requirements, sensitivity, and criticality to the University. Unpublished intellectual property. Course descriptions. IMPACT TYPE SEVERITY Lowest Highest Impact Insignificant to Minor Moderate Major Severe Security - What competitive advantage does this information provide. (20) Information Custodians are responsible for safeguarding the information assets in their possession, including implementing access control systems to prevent inappropriate disclosure, as well as developing, documenting, and testing disaster recovery or business continuity plans. X Physical Security Facility that provides access to data must be locked or logged out when unattended or unused X X X Documents and information assets to be stored in secure environments X X X Must be hosted in a Secure Data Centre X X Physical access must be monitored, logged, and limited to authorised individuals X Remote Access to systems hosting data for administrative purposes Requires user authentication X X X X Multi-Factor Authentication recommended for roles with administrative access to data X X Multi-Factor Authentication required for roles with administrative access to data X Access to administrative interfaces restricted to IT Management networks, or via a Jump Server, or protected with Multi-Factor Authentication X X Remote access by third party for technical support limited to authenticated VPN, or via supervised session utilising Zoom, WebEx or similar X X Unsupervised remote access by third party, such as an application vendor, for technical support is not allowed, unless covered by an appropriate formal agreement stipulating data handling requirements equivalent to or stronger than those in this document X Audit logs Log login and logoff events, and login failures X X X Log delete events X X Forward logs to a remote log management server (SIEM) X X Log read and write events X Transmission of data Encryption required (e.g. HTTPS, SCP, SFTP) X X X Must not be sent via email unless encrypted X X Backups Daily backups required X X X X Off-site storage recommended X X Disposal All disposals of data (electronic and hard copy) must be made in accordance with the appropriate General Disposal Authority (GDA) - University Record Retention and Disposal X X X X Paper based information shredded X X X Wipe, erase or destroy electronic media such as hard drives, USBs, CD and DVDs X X X Top of PageSection 6 - Roles and Responsibilities (14) The Information owner is the person responsible for the business use of the information asset. The provisions of these must be taken into account while applying these minimum standards. (16) The Information owner may delegate some operational responsibilities, but will retain accountability. Published research data. Loss of one full day of teaching, research and/or business functions. Loss of student confidence in a School or College. Significant effect on operational performance. 5-10% budget or \$1-5m. Loss of student confidence in the University. Information User (22) Information Users are individuals who have been granted explicit authorisation by the relevant Information owner to access, use, alter, or destroy information within an information system. Medical, Children & Young person's information. National media coverage and external criticism. Top of PageSection 5 - Data Handling (10) Most official information does not need increased security and may be marked 'Public' or left unmarked. Current exam material. Significant loss of staff extending to the entire University (over 15%). (1) All University staff, vendors, students, volunteers, and members of advisory and governing bodies, in all campuses and locations of the University and at all times while engaged in University business or otherwise representing the University. (4) This manual supports the University's legal obligation to ensure that private information is managed in accordance with the principles outlined in the Privacy and Personal Information Protection Act 1998 No 133, the Health Records and Information Privacy Act 2002 No 71, the State Records Act 1998, and the University's Privacy Management Plan. Business unit process and procedure. Student and Staff HR Data. Breach of legislation, contract rule or policy leading to escalated legal enquiries. Reputation and standing of the University affected nationally and internationally. Loss of two weeks to two months of teaching, research and/or business functions. Sustained adverse national media and public coverage. 1 to 2% of budget or \$25-50k. Student and/or community concern. Course catalogues. Research data (containing personal medical data). Organisational financial data. To view historic versions, click the link in the document's navigation bar. The table lists some of the key information and data handling requirements, and requirements are not limited to this list. Medium Possibility. Top of PageSection 3 - Purpose (5) This manual seeks to ensure the consistent application of controls to the University's information asset and ICT resources by establishing appropriate data classification labels. (23) An Information User will be responsible for: using the information only for the purpose intended and authorised by the Information owner; complying with all controls established by the Information owner and information custodian; ensuring that restricted and highly-restricted information is not disclosed to anyone without the permission of the Information owner; only destroying information in accordance with the requirements of the Records and Information Management Policy. That information must be protected from unauthorised disclosure, misuse and misrepresentation. At the same time, it must be readily available to those who need it. The classification of information in terms of its business criticality is an essential element in achieving appropriate information security. (3) This manual outlines the University's standard data classifications, and the standard handling controls required to protect University information. Might provide some advantage. Litigation or criminal prosecution and/or substantial major negative sanction by a regulatory body. Less impact on strategic goals in the medium term. (21) In cases in which the information being stored is paper-based, and not electronic, the Information Custodian responsibilities will logically fall to the department gathering the information. Reputation impacted with a significant number of stakeholders. 2-5% budget or \$250k - 1m. Compliance / Legal Breach of legislation, contract, rule or policy that does not have any penalty or litigation impact. ITC system design and configuration information. Little or no advantage. WHS event causing serious permanent injury, death or environmental. Definite advantage. Breach of legislation, contract, rule or policy leading to significant and costly legal action with widespread potential impact for the University. Impact leading to costly action and widespread impact on the University and/or senior staff. Loss of over two months of teaching, research and/or business functions. WHS event causing serious injury, or negative environmental impact, and the relevant external authority notified. Example information types College and staff directory information. Some localised inconvenience, but no impact to the University. Data Handling Control Category Description of Controls Public X - In confidence Restricted Highly Restricted Access Control No restriction on viewing X Authorisation by Information owner required for modification X X X X Restricted to authorised users only X X X Authentication and authorisation required for access X X X Information owner grants permission for access X X Multi-Factor Authentication recommended X X Multi-Factor Authentication required X Non-disclosure agreement required to be signed by third parties X Copying / Printing (paper and electronic forms) No restrictions X Should not be left unattended on a printer X X X Data should only be printed when there is a legitimate need X X Electronic and physical copies must be labeled according to their data classification X Copies must be limited to authorised individuals X Network Security Protection with firewall and Intrusion Prevent System (IPS) required X X X X Access to user interfaces must be via a virtual server or reverse proxy. No direct access to servers permitted for end users X X X X Servers hosting the data should not be visible to the Internet. Presentation layer services should reside in a DMZ network X X X Servers hosting the data should not be visible to unprotected internal networks such as Students, Guest & Quarantine X System Security Systems should be hardened as per vendor hardening guidelines X X X X Apply security patches within defined SLA X X X X Anti-virus software must be installed on all applicable systems, and must be automatically updated with the latest signatures X X X X Host-based firewall enabled in default deny mode, and permit minimum necessary services X X PC hard drives and removable media must be encrypted X X Data should not be stored or processed on PCs, portable devices, and removable media. Data should remain secured within the University Data Centre environment, and encrypted-at-rest. High Possibility. Low Possibility. Service Levels Loss of less than one day's teaching, research and/or business functions. Likelihood of the competitors looking for this information. Reputation No impact to reputation. External enquiry or regulatory review and/or possible negative sanction by a regulatory body. Data subject to regulatory control. Significant breakdown in strategic and or business partnerships.

Please contact clientservices@accessintel.com or call 888-707-5814 (M - Th 9 am - 5:30 pm and F 9 am - 3 pm, ET) , to start a free trial, get pricing information, order a reprint, or post an ... Introduction to NAPCS. The North American Product Classification System (NAPCS) is a comprehensive, market- or demand-based, hierarchical classification system for products ... California State University policies establish oversight, guidelines and procedures for nearly every aspect of the 23 campuses and the Office of the Chancellor. Click the button below to search ... This information is provided to assist employers as well as health and safety professionals in assuring safe and healthful working conditions for working men and women. SHIBs replaced ... Data Classification and Protection Standard ... to manage the risks to its reputation and to its constituents requires the protection of other information. Classifying data is the first step in ... 2) Classification. Next, you need to classify the information. Asset owners are responsible for this, but it's a good idea for senior management to provide guidelines based on the results of the ...

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