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| **Data Classification Worksheet** |
| **Data Categories** | **Data Items** | **Sensitivity Label\*High = 5, Low = 1** | **Student Information System** | **Learning Management System** | **File Management System** |
|  |  |  |  |  |  |
| **Student and Parent Data** | Student - Name | **3** |  |  |  |
| Student - Address | **4** |  |  |  |
| Student - Photos | **4** |  |  |  |
| Student - DOB | **4** |  |  |  |
| Student - Medical Records | **5** |  |  |  |
| Student - Academic Records | **4** |  |  |  |
| Parent - Name | **3** |  |  |  |
| Parent - Address | **4** |  |  |  |
| Parent - Phone Number | **3** |  |  |  |
| Parent - Email Address | **3** |  |  |  |
| Parent - Bank Account Details | **5** |  |  |  |
| Parent - Credit Card Details | **5** |  |  |  |
| **Staff data** | Staff - Name | **3** |  |  |  |
| Staff - Address | **4** |  |  |  |
| Staff - DOB | **4** |  |  |  |
| Staff - Personal Phone Numbers | **4** |  |  |  |
| Staff - Photos | **4** |  |  |  |
| Staff - Personal Email Address | **4** |  |  |  |
| Staff - License or other Identity Documents | **5** |  |  |  |
| **Finance** | Invoicing Ledger Data | **4** |  |  |  |
| Historic Invoicing Data | **4** |  |  |  |
| Bank Details | **5** |  |  |  |
| Tax Return Data | **5** |  |  |  |
| Vendor/Supplier/Contractor Contact and Bank Details for Payment | **3** |  |  |  |
| **HR and Payroll** | Staff PII (DOB, Addresses, Copies of Identity Documents) | **5** |  |  |  |
| Salary & Payroll Data | **5** |  |  |  |
| Staff Tax File Numbers | **5** |  |  |  |
| Employee Contracts | **4** |  |  |  |
| Police Checks | **5** |  |  |  |
| **Marketing** | Website Data | **2** |  |  |  |
| Marketing Campaign Data | **2** |  |  |  |
| **Governance, Risk and Compliance** | Board Papers & Minutes | **3** |  |  |  |
| Breach Reports | **5** |  |  |  |
| Regulatory Reports | **3** |  |  |  |
| Risk Register Data | **2** |  |  |  |
| Incident Register Data | **4** |  |  |  |
| **IT Data** | Infrastructure Map | **5** |  |  |  |
| IT Passwords | **5** |  |  |  |
| Asset Lists | **5** |  |  |  |
| Data Maps | **5** |  |  |  |
|  |  |  |  |  |  |
| ***\* Sensitivity Label: Impact to school if information is included in a data breach*** **Scan the QR below to access today's resources and further information.**A qr code on a white background  Description automatically generated**Contact Details of Speakers:**Paul Carnemolla**A qr code with a white background  Description automatically generated** |  |