

Overview

Duke maintains data which are essential to performing university business. These data are to be viewed as valued resources over which the university has both rights and obligations to manage, secure, protect, and control. Protected data must be managed, used and protected in accordance with federal and state laws and with Duke policies so as to ensure its integrity, availability, privacy, and confidentiality.

Each employee, agent, or affiliate of Duke who handles protected data for the purpose of performing his or her job duties (or other functions directly related to his or her contractual affiliation with Duke), is a steward of protected data and is responsible for the proper handling of university-owned data resources under his or her control. Some examples of types of protected data are payroll, personnel, faculty, student, alumni, development, financial, facilities-related, and sponsored research data. Some data are unique and may have additional protocols for their management and use, including sponsored research, survey, marketing, and outsourced data.

Data Classifications

Duke's HR Office has defined three levels of data classification - Restricted, Sensitive, and Public.

Restricted data: Explicit approval is needed in order to receive access to restricted data elements. Restricted data elements include those which Duke is either required by law to protect, or which Duke protects to mitigate institutional risk.

Sensitive data: Duke employees and non-employees who have a business need for sensitive data elements will be granted access to them. Sensitive data elements are those which Duke has a contractual or proprietary obligation to protect, and those where disclosure would not significantly harm the university.

Public data: All other data elements, which can be accessible to the general public.

Specific Data Elements

The HR Office has also determined which data elements are classified as Restricted and Sensitive, at an institutional level:

Restricted	Sensitive
Social Security Number	Number of dependents
Date of birth	Race
Home address	Gender
Home telephone number	Salary/pay data
Places lived/Prior addresses	Performance evaluation
Arrest record	Performance improvement plan
Convictions	Performance ratings
Marital status	Harassment or discrimination claims
Employee and Occupational Health (EOHW) files	Reason for separation/termination
Personally-identifiable health information	Health plan details
Worker's compensation claim	Benefit plan enrollment
Worker's compensation diagnosis	Beneficiary name
Worker's compensation treatment	Beneficiary relationship
Driver's license number	FICA status
Personal Assistance Services (PAS) use	Paycheck liens
	Direct deposit information
	Disciplinary actions
	Reference check data
	FMLA or other LOA effective date
	RIF information (including severance)
	Rehire status
	Pay adjustments
	Number of exemptions
	Additional exemption amounts