

## Purpose and Scope

This policy states the University principles for classifying and managing information appropriately commensurate with its sensitivity requirements across the University.

This policy applies to all staff, students, consultants, authorised contractors, and volunteers, engaged in Murdoch University activities.

All information in all its forms, created, collected, processed, or stored on university equipment or cloud services.

## Policy

1. All information shall be assigned at least one of the following three main data classification labels. Additional sensitivity label shall be assigned where applicable. When data collections contain diverse data with different levels of sensitivity, the highest sensitivity level pertaining to any of the individual data elements should be assigned to the collection.
  - 1.1. Unofficial
  - 1.2. Official
  - 1.3. Official Sensitive
    - 1.3.1. Sensitive Personal
    - 1.3.2. Sensitive Commercial
    - 1.3.3. Sensitive Legal

Label	Description
Unofficial	Information that is not related to official work.
Official	Information related to routine business operations and services. Compromise of the information would be expected to cause minor harm to University's staff and stakeholders.

Official Sensitive	Information related to routine business operations and services with sensitive details. Compromise of the information would be expected to cause Moderate, Major, and Extreme harm to University's staff and stakeholders.
Sensitive Personal	Information with personally identifiable and sensitive details. Ex. Employee health files, banking information, HR records, performance management files.
Sensitive Commercial	Information with commercial sensitive details such as Commercial Agreements, Intellectual Properties, Designs.
Sensitive Legal	Information with legal details such as Legal advice or communications.

2. Physical and electronic Information Assets with high risk and high value will be captured in the Murdoch University Information Asset Register and will be classified with appropriate classification label.
3. Refer to Information Classification Procedure as required.
4. Refer to [Murdoch University Risk Management Framework](#) for Risk Assessment Criteria and Consequences. 7.2.1 Consequences Table.

## Governance

<b>Approval Authority</b>	Senior Leadership Team
<b>Owner</b>	Vice Chancellor
<b>Legislation mandating compliance</b>	
<b>Category</b>	Primarily a function of Management
<b>Related University Legislation and Policy Documents</b>	<a href="#">State Records Act 2000 (WA)</a> <a href="#">State Records Commission Standards and Principles</a> <a href="#">WA Government Information Classification Policy</a> <a href="#">Freedom of Information Act 1992 (WA)</a> <a href="#">Electronic Transactions Act 2011 (WA)</a> <a href="#">Public Sector Management Act 1994 (WA)</a> <a href="#">Murdoch University Act 1973</a> <a href="#">Information Management Policy</a> <a href="#">Risk Management Policy</a>
<b>Date effective</b>	27/03/2025

**Review date**

12/08/2027

## Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Administrative Amendment	27/03/2025	
Administrative Amendment	03/09/2024	
Approved	12/08/2024	

*Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.*