 <p>Capilano Students' Union</p>	Policy No.	Approval Authority
	PR-02	Board of Directors
	Policy Name	Approval Date
	Information Classification	July 8, 2022
	Responsible	Scheduled Review
	Finance and Audit Committee	3 years

Purpose


The purpose of this policy is to provide guidance on how information possessed or controlled by the Capilano Students' Union should be classified and handled, to ensure that personal, confidential, and other sensitive information is appropriately safeguarded.

Scope

This policy applies to all information that the Capilano Students' Union possesses or controls, and to the activities of all managers, employees, student executives, board members, committee members, volunteers, contractors, vendors, and anyone else who handles information for the Capilano Students' Union.

Principles

1. **Classification.** Not all information is created "equal," and so the Capilano Students' Union takes security precautions that are proportionate and reasonable for the sensitivity of the information that is being protected. We use the following categories to guide the handling of information:
 - a) **Public:** Public information is generally available to the public (like meeting minutes, audited financial statements, and service brochures), does not need to be labelled, and no special security precautions are necessary.
 - b) **Internal:** Internal Information is available only to student leadership, employees, and certain authorized contractors or suppliers, and describes proprietary or sensitive information (like the risk registry, and point-of-sale refund procedures), must be labelled "internal use only," and reasonable precautions must be taken to keep the information to internal audiences.
 - c) **Confidential:** Confidential information is sensitive even within the team structure of the Capilano Students' Union (like "in camera" discussions), and is accessible only to specific employees, board members, or contractors who have a business need to access the information; confidential information must be labelled as "confidential," and serious precautions should be taken to keep the information secure.

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- d) **Restricted:** Restricted information is extremely sensitive and is intended for use by named people or roles only (like information subject to the [privacy policy](#), personnel files, or legal opinions). Unauthorized access to restricted information could threaten the safety, health, or privacy of an individual, or expose the Capilano Students' Union to legal risks; restricted information must be labelled as "restricted," including the roles who are authorized to view the restricted information, and serious precautions should be taken to keep the information secure.
- 2. Identification.** Everyone at the Capilano Students' Union is responsible for ensuring that sensitive information that they create or share is clearly labelled with the level of sensitivity, so that other users are alerted to precautions that need to be taken to protect the information's security.
 - 3. Accountability.** Everyone at the Capilano Students' Union is expected to handle information with security measures that are appropriate to the sensitivity of that information's classification, and there are consequences for non-compliance.

Delegation

The board delegates the administration of this policy, and the authority to create information procedures and programs to support this policy, to the executive director.

Review and Monitoring

The finance & audit committee monitors compliance with this policy, and is responsible for triennially reviewing this policy and recommending necessary updates to the board.

Related Laws, Policies, and Procedures

- [Personal Information Protection Act](#) (British Columbia)
- [Policy PR-01: Privacy](#) (Capilano Students' Union)
- [Procedures PR-01.1: Privacy](#) (Capilano Students' Union)
- [Policy HR-09: Appropriate Use of Technology](#) (Capilano Students' Union)