

Research Data Classification Guide*

Protected**	Sensitive	Official (Internal)	Official (Public)
<p>The information has a restricted audience and access must only be authorised based on very strict and limited research need.</p> <p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Research data related to criminal matters 	<p>This is <i>the default classification for all research project information and research data</i> unless reclassified lower in consultation with the lead researcher or classified higher as Protected.</p> <p>The information has a restricted audience, and access must only be authorised based on strict research need.</p> <p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Health/Medical records and patient data • Data involving culturally sensitive groups • Data from research involving human participants or animals • ‘Commercial in confidence’ data • Environmentally sensitive data such as locations of vulnerable species • Data with personally identifiable information (e.g., TFN, address and phone details, DOB etc.) See comprehensive list. • Data used in development of IP • Financial data 	<p>The data and related project information have a restricted audience, and access must only be authorised based on research need.</p> <p>This level of classification is decided in consultation with the lead researcher and examples include:</p> <ul style="list-style-type: none"> • Data from sensors, cameras, records which does not contain Personally identifiable information (PII) • Data from instruments and imaging systems which does not contain Personally identifiable information (PII) • Drafts of research publications • Suitably de-identified aggregated research data (e.g. incidents of disease in a geographic area by age groups) 	<p>This data is authorised for public access.</p> <p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Publicly available third-party datasets • Published research data or open research data • Historical photos or documents (e.g. from Griffith Archive) authorised for release • Research publications

* Defence related data are subject to different security classifications and each project is assessed on a case by case basis. Refer to Department of Defence [Assessing Protected Official Information](#) and seek advice from Griffith’s [Export Control and Security Manager](#).

** If you have Protected data, are completing a defence related project or have any security concerns, contact research-support@griffith.edu.au for specialised security requirements.

Disclaimer: Technology and security landscapes are constantly evolving. If in doubt, seek advice from research-support@griffith.edu.au.