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| Title VSC ISIP | Policy ID: 627-1 | |
| | Version: 2.0 | Date: 201812/14 |

1. Purpose

- 1.1. The Information Sensitivity Policy is intended to help employees determine the level of care to use when disclosing information inside and outside of the VSC, as well as methods to be used for distributing, storing, and disposing of this information.

2. Scope

- 2.1. The information covered in this policy includes, but is not limited to, administrative information that is stored or shared by any means. This includes:
- electronic information
 - written information on paper
 - Information shared orally or visually (such as over the telephone or videoconferencing).

3. Policy

- 3.1. All VSC administrative information is categorized as Public or Protected information. In all cases, VSC information is presumed to be protected unless expressly designated as public under this policy.
- 3.2. Data ownership for the purposes of this policy resides at the VSC college or entity originating the data; unauthorized use of student or employee data from another VSC college or entity is prohibited. Data owner is defined as the person or department responsible for originating the data.
- 3.3. Public Information
Public information is information that the VSC makes available through its publications or public information site and other information that is considered a public record in accordance with state and federal law.

Examples of public information:

- Employee name, salary, department, title, and employment dates for employment verification and references.

Student directory information: the VSC FERPA policy has defined directory information as "information which would not generally be considered harmful to the student or an invasion of privacy, if disclosed."

- Financial aid awards
- Employee benefits
- Inter-collegiate athletic eligibility
- Vendor contracts that are determined to include proprietary information
- Employee home address and phone number unless printed with permission
- Calendar appointments
- Social Security number
- Ethnicity
- Race
- Nationality
- Name of parent or other family members
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5. Definitions

5.1. VSC – Vermont State Colleges

6. Revisions

| Date | Revision | Approval | Signature |
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| 09/20/07 | Approved | Council of Presidents | |