

**UNT System and Institutional Information Ownership Assignments and Categories**  
**Approved November 9, 2017**

<b>Information (Data)</b>	<b>Ownership Level</b>	<b>* Information Category</b>	<b>UNT</b>	<b>UNT Health Science Center</b>	<b>UNT Dallas</b>	<b>UNT System Administration</b>
Academic Information (student degree plans, advising information, etc.)	UNT System or Institution	Confidential Information (Category I)	Provost	Provost	Provost	N/A
Applicant Admission Information	UNT System or Institution	Confidential Information (Category I)	Admissions Director	Provost	Asst Dean of Admissions/VP for Enrollment Management	N/A
Asset Information	UNT System or Institution	Public Information (Category III)	Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	Vice Chancellor for Finance
Audit Information	UNT System	Confidential Information (Category I)	N/A	N/A	N/A	Chief Internal Auditor
Budget Information	UNT System or Institution	Public Information (Category III)	Institution Budget Officer	Institution Budget Officer	Institution Budget Officer	Associate Vice Chancellor for Budget
Contracts and Licenses	UNT System or Institution	Public Information (Category III)	Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	Vice Chancellor for Finance
Counseling Information (students)	UNT System or Institution	Confidential Information (Category I)	Provost	Provost	Provost	N/A
Counseling Information (non-student and non-employee)	Institution	Confidential Information (Category I)	VP of unit responsible for collection of information	VP of unit responsible for collection of information	VP of unit responsible for collection of information	N/A

Information (Data)	Ownership Level	* Information Category	UNT	UNT Health Science Center	UNT Dallas	UNT System Administration
Donor Information	UNT System or Institution	This information has potential to be placed into two categories. The information is Proprietary (Category II) if the information is not personally identifiable (PII). It is Confidential Information (Category I) if PII.	VP of Advancement	VP of Advancement	VP of Advancement	Vice Chancellor for Finance
Employee Information	UNT System or Institution	This information may be placed into two categories depending on type. The following information is Public Information (Category III): Employee name, sex, ethnicity, salary, title, dates of employment, and home and mailing addresses and home phone numbers or information that reveals whether the employee has family members (except when an employee has indicated in writing that he does not wish this information to be disclosed. All other employee information is Confidential Information (Category I).	Campus HR Director	Campus HR Director	Campus HR Director	Associate Vice Chancellor of System HR
Facilities Information	UNT System or Institution	Proprietary Information (Category II)	Head of Facilities	Head of Facilities	Head of Facilities	Head of Facilities
Financial Aid Information	UNT System or Institution	Confidential Information (Category I)	Director of Financial Aid	Director of Financial Aid	Director of Financial Aid	N/A

Information (Data)	Ownership Level	* Information Category	UNT	UNT Health Science Center	UNT Dallas	UNT System Administration
Financial Information (general ledger: accounting, student financials)	UNT System or Institution	Public Information (Category III)	Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	Vice Chancellor for Finance
Grants Information	Institution	Proprietary Information (Category II)	VP of Research Services	VP of Research Services	UNT VP of Research Services	N/A
Health or Medical Information	UNT System or Institution	Confidential Information (Category I)	VP of unit responsible for collection of information	VP of unit responsible for collection of information	VP of unit responsible for collection of information	VC of unit responsible for collection of information
Institutional Branding, Graphics, and Images	UNT System or Institution	Proprietary Information (Category II)	VP/Dir of Marketing and Communications			
IT Security Assessments, Security Risk Analysis, Computer Passwords, Computer Account Information, and System Logs	UNT System	Confidential Information (Category I)	UNT System CIO	UNT System CIO	UNT System CIO	UNT System CIO
Law Enforcement Information	UNT System or Institution	Proprietary Information (Category II)	Chief of Police	Chief of Police	Chief of Police	Chief of Police
Lawyering Center Information	Institution	Confidential Information (Category I)	N/A	N/A	Provost	N/A
Legal Information	UNT System	Confidential Information (Category I)	N/A	N/A	N/A	Vice Chancellor and General Counsel
Library Records (Patron information)	UNT System or Institution	This information may be confidential depending on type. PII is Confidential (Category I). All other information may be Proprietary (Category II).	Dean	Director of Libraries	Provost	N/A

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Library Records (Non-Patron information)	UNT System or Institution	Public Information (Category III)	Dean	Director of Libraries	Provost	N/A
Payment Information (generated by the UNT System Controller's Office)	UNT System	This information may be confidential depending on type. PII is Confidential (Category I). All other information may be Proprietary (Category II).	Sr. Associate Controller for Operations			
Payment Information (generated by units other than the UNT System Controller's Office)	UNT System or Institution	This information may be confidential depending on type. PII is Confidential (Category I). All other information may be Proprietary (Category II).	Unit head	Unit head	Unit head	Unit head
Payroll Information	UNT System	This information may be confidential depending on type. PII is Confidential (Category I). All other information may be Proprietary (Category II).	Sr. Associate Controller for Operations			
Purchasing Information	UNT System	Public Information (Category III)	Associate Vice Chancellor for Finance and Administration			
Research Information (Investigation and study of material and sources)	UNT System or Institution	This information may be confidential depending on type. PII is Confidential (Category I). All other information may be Proprietary (Category II).	Provost	Provost	Chief Financial Officer	Vice Chancellor for Academic Affairs and Student Success

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Research Information (Data analytics and institutional research data that is not owned by any other VC or VP)	UNT System or Institution	This information may be confidential depending on type. PII is Confidential (Category I). All other information may be Proprietary (Category II).	Vice President for Finance and Administration	Vice President for Strategy and Measurement	Executive Vice President for Finance and Administration and CFO	Vice Chancellor for Finance
Student Information	UNT System or Institution	Confidential (Category I). Student directory information is Public Information (Category III) if flagged for each student. This must be verified for each individual student before disclosure.	Registrar	Registrar	Registrar	N/A
Tax Information	UNT System	This type of information has potential to be categorized as Confidential (Category I), Proprietary (Category II), or Public (Category III) depending on the type of information. Treatment varies depending on type.	N/A	N/A	N/A	Sr. Associate Controller for Operations

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Travel Information	UNT System	All information except for some employee information is Public Information (Category III). Employee information is categorized as Confidential Information (Category I) or Public Information (Category III) depending on type. The following information is Public Information (Category III): Employee name, sex, ethnicity, salary, title, dates of employment, and home and mailing addresses and home phone numbers or information that reveals whether the employee has family members (except when an employee has indicated in writing that he does not wish this information to be disclosed. All other employee information is Confidential Information (Category I).	Sr. Associate Controller for Operations			
Other Information Not Included in this list.	UNT System or Institution	This type of information has potential to be categorized as Confidential (Category I), Proprietary (Category II), or Public (Category III) depending on the type of information. Treatment varies depending on type.	VP of unit responsible for collection of information	VP of unit responsible for collection of information	VP of unit responsible for collection of information	VC of unit responsible for collection of information

**Legend:**

\* Information categories are defined in the UNT System Information Security Handbook, [https://its.untssystem.edu/sites/default/files/unt\\_system\\_infomation\\_security\\_handbook.pdf](https://its.untssystem.edu/sites/default/files/unt_system_infomation_security_handbook.pdf)

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Information ownership requirements can be found in 1 TAC 202.72, [http://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=1&pt=10&ch=202&r](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=1&pt=10&ch=202&r)  
Information ownership education and training information can be found at <http://informationowners.untsystem.edu/>

**Confidential Information (Category I)**

Confidential information is classified as Category I information and requires a high degree of confidentiality, integrity, or availability. This information is governed by law, contract, license, or other written agreements. This information must be identified, documented, and protected.

**Proprietary Information (Category II)**

Proprietary information is classified as Category II information and includes information that is exclusive to the institution or has moderate requirements for confidentiality, integrity, or availability. Proprietary information requires review by the Office of General Counsel prior to disclosure.

**Public Information (Category III)**

Public information is classified as Category III information and includes information with low requirements for confidentiality. This information is intended for public release as described in the Texas Public Information Act. Public information requests must be submitted, reviewed, and approved by Office of General Counsel.

**Unit Head**

An individual with operational or executive authority over a business function.

**VP**

Vice President of a university within UNT System

**VC**

Vice Chancellor of a unit within UNT System Administration

**PII (Personally Identifiable Information)**

"Personal identifying information" means information that alone or in conjunction with other information identifies an individual, including an individual's:

- (A) name, social security number, date of birth, or government-issued identification number;
- (B) mother's maiden name;
- (C) unique biometric data, including the individual's fingerprint, voice print, and retina or iris image;
- (D) unique electronic identification number, address, or routing code; and
- (E) telecommunication access device as defined by Section 32.51, Penal Code.

**Student Directory Information**

Information (Data)	Ownership Level	* Information Category	UNT	UNT Health Science Center	UNT Dallas	UNT System Administration
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- Name
- Address
- University assigned e-mail address
- University assigned Enterprise-wide User Identification Number (EUID)
- Month, day, and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Enrollment status (e.g., undergraduate or graduate; full time or part-time)
- Classification
- Degrees, awards and honors receive (including selection criteria)
- Expected graduation date
- Dissertation and thesis titles
- Most recent previous school attended
- Photograph

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