

UNT System and Institutional Information Ownership Assignments and Categories
Revised February 1, 2019

| Information (Data) | Ownership Level | * Information Category | UNT | UNT Health Science Center | UNT Dallas | UNT System Administration |
|---|---------------------------|---------------------------------------|--|--|--|--------------------------------------|
| 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 |

| | | | | | | |
|--|---------------------------|---|--|--|--|------------------------------------|
| 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 | 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/she does not wish for this information to be disclosed. All other employee information is Confidential Information (Category I). | Deputy Chief Human Capital Officer | Deputy Chief Human Capital Officer | Deputy Chief Human Capital Officer | Deputy Chief Human Capital Officer |
| 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 |
| Financial Information (Student Financials) | Institution | Confidential Information (Category I) | Director of Student Financial Services | Director of Student Financial Services | UNT Director of Student Financial Services | N/A |

| | | | | | | |
|--|---------------------------|---|--|--|--|--|
| Financial Information (general ledger, accounting) | 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 |
| 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 | Sr. Associate Controller for Operations | Sr. Associate Controller for Operations | 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 | Sr. Associate Controller for Operations | Sr. Associate Controller for Operations | Sr. Associate Controller for Operations |
| Purchasing Information | UNT System | Public Information (Category III) | Associate Vice Chancellor for Finance and Administration | Associate Vice Chancellor for Finance and Administration | Associate Vice Chancellor for Finance and Administration | 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 |
| 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 |
| 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.untsystem.edu/divisions/mrs/is/articles-and-resources/unt-system-information-security-handbook>

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&rl=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&rl=72)

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

- 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

created May 7, 2016

revised August 5, 2016

reviewed June 3, 2017

approved November 9, 2017

reviewed April 10, 2018

approved April 10, 2018

revised February 1, 2019

