UNT | SYSTEM™

UNT System and Institutional Information Ownership Assignments and Categories
Revised February 25, 2020

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)	Associate Vice President for Enrollment Systems	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 and Planning
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

Information Type	Scope	Classification	Col4	Col5	Col6	Col7
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	VP/Dir of Marketing and Communications	VP/Dir of Marketing and Communications	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
Policies	Institution	Public Information (Category III)	Senior Vice President for Finance and Administration	Chief Compliance Officer	Executive Vice President of Administration and Chief Financial Officer	Vice Chancellor for Finance
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
Regulations	UNT System	Public Information (Category III)	N/A	N/A	N/A	Vice Chancellor for Organizational Effectiveness & Chief Human Capital Officer

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.	Associate Vice President for Enrollment Systems	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	Sr. Associate Controller for Operations	Sr. Associate Controller for Operations	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

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

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