

# Information Access Matrix

March 2010

Data subject	Information attribute	Classification					Notes
		P	O	C	S	Se	
Staff member	Name	✓					
	E-mail address	✓					
	Telephone	✓					
	Common username		✓				
	Photograph			✓			1
	Home address			✓			
	Salary				✓		
	Bank details				✓		
	Medical information				✓		
	Publication	✓					3
	Password					✓	
Student member	Name		✓				2
	E-mail address		✓				2
	Common username		✓				
	Photograph			✓			
	Home address			✓			
	Medical information				✓		
	Programme		✓				
	Units		✓				
	Department		✓				
	Student number			✓			
	Bank details				✓		
	Password					✓	

This matrix defines levels of *read* access to various categories of electronic information.

Any information attribute that is not listed here defaults to 'Strictly Confidential' in classification.

Any member of the University may request that exceptions to this scheme are made for them; any decision rests with the University Secretary. Further information at 12.8 of the Data Protection Guidelines: <http://www.bris.ac.uk/secretary/dataprotection/guidelines.html#special>

## Classification

University

P = Public

O = Open

C = Confidential

S = Strictly Confidential

Se = Secret

Committee papers

Open

Confidential

Strictly Confidential

Visible to anyone

Visible to any authenticated member of the University

Visible to some authenticated members of the University

Visible to a small number of authenticated members of the University

Known to a very small number of members of the University; may not be recorded in human-readable form

## Notes

1 Any staff member can alter the classification of their photograph to 'Open' or 'Public'

2 Any student member can alter the classification of these attributes to 'Public'

3 Non-display of publication records will be covered by those staff who have already been granted exception by the University Secretary.