



APPENDIX TO POLICY

Examples of Public, Private and Confidential Information

Related Policy: [Public Access to University Information](#)

Public

Employee Information

- Name
- Employee ID number
- Salary
- Gross pension
- Value and nature of fringe benefits
- Expense reimbursements
- Job titles
- Job description
- Education and training
- Previous work experience
- First and last employment
- Existence and status of complaints
- Terms of buy-out agreements
- Final disposition of disciplinary action
- Work location
- Work phone number
- Badge number
- Honors and awards received
- Payroll time sheets

Student Directory information

The following information is Public, unless the student has requested non-disclosure (suppress).

- Name
- Address
- Electronic (e-mail) address
- Telephone number
- Dates of enrollment
- Enrollment status (full/part time, not enrolled)
- Major
- Adviser
- College
- Class
- Academic awards and honors

- Degree received

Other

- Financial data on public sponsored projects
- Course offerings
- Invoices and purchase orders
- Budgets

Private/Non-Public

- Social security number
- Trade secrets or intellectual property such as research activities
- Birth date
- Home phone number
- Home address
- Health information
- Student grades
- Location of assets
- Passwords
- Parking leases
- Anonymous donors
- Gender
- Ethnicity
- Citizenship
- Citizen visa code
- Veteran and disability status
- Linking a person with the specific subject about which the library user has requested information or materials.

Non-directory Student Information

May not be released except under certain prescribed conditions. Non-releasable information includes:

- Grades
- Courses taken
- Schedule
- Test scores
- Advising records
- Educational services received
- Disciplinary actions
- Student ID Number

Confidential / Protected Non-Public

- Legal investigations conducted by the University
- Sealed bids



To determine the proper data classification of other University information, first contact the offices of the Human Resources, Financial or Student Systems Data Custodians listed in the "Contacts" section of Administrative Policies: [Internal Access to University Information](#) and [Public Access to University Information](#) as well as Administrative Procedure: [Minnesota Government Data Practices Act - Procedures for Requesting Information from the University of Minnesota](#). If questions remain, you may be referred to the University's Office of the General Counsel, Records and Information Management Office.

