



Data classification and secure storing

What is personal data?

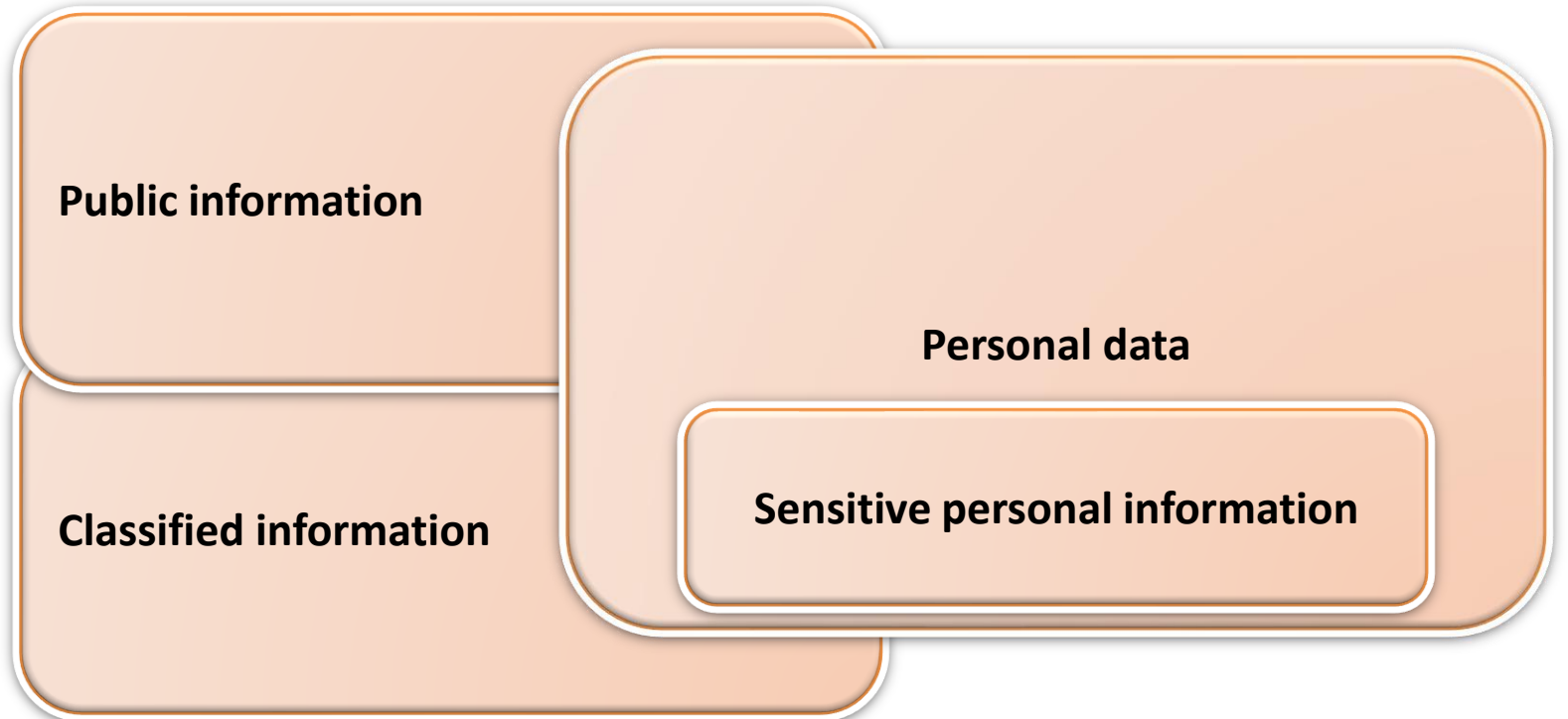
- Personal data is data based on which a person can be identified directly or indirectly, for example by combining an individual data with another data that enables identification. The information associated with a person is a home address, driver's license, photo, IP address, or passport.
- Sensitive personal information is health information, information about social and / or health service customers, information that is confidential according to Act on the Openness of Government Activities (such as student test and / or verbal personal assessment), religious background, ethnic origin, AY membership, information related to a person's financial situation, biometric personal information for unambiguous identification purposes, such as a facial image.
- The personal identity number is not in itself confidential information, but the personal identity number may be processed with the unambiguous consent of the data subject or if the processing is provided for by law;

Digital and population data services agency

TTTT-models example of data classification

Not all personal information is directly confidential. For example, course attendance information and files containing student numbers can be stored in the cloud. But, for example, exam answers and other test performance, including various assignments and demonstration exams, are to be kept secret.

In Metropolia, sensitive personal information is usually health information. Particular attention needs to be paid to their handling, as cybercriminals have found their high market value.



Please note that personal information may also be public, but it is typically classified information.

Which information and/or documents are classified information

- [Act on the Openness of Government Activities 24 §](#) states what information and/or documents are classified information.
- In particular, teaching staff must take into account article 24 points 21, 22, 30, which are related to the documents to be processed in teaching. Among other things, the processing of information related to the thesis, research, development must be kept confidential so that it does not cause harm to the research or to the client. The same applies to information that would jeopardize the implementation of the test or exam. As well as documents related to the student such as a teaching waiver, test, certificate, or other documents that include a verbal assessment of personal characteristics.
- Other administratively relevant 24 article points are 6, 7, 8, 11, 16, 17, 20, 23, 25.
- Note. Metropolia University of Applied Sciences has separate instructions for processing information subject to a non-disclosure data. -> Instruction can be found on the Metropolia intranet under the Metropolia GDPR and Privacy pages.

Whenever you handle confidential or confidential information, be aware.



Metropolia data classification process

