

8100-S131: Information Classification Standard

I. PURPOSE

Wyoming Statute (WS § 16-4-201 thru 205) describes information that should and should not be released to the public. Policy 8100-P131: Information Classification states that agency Data Stewards shall classify all organizational information as either public or restricted pursuant to Wyoming statute. This document outlines category labels to help agencies better organize their currently categorized information. It is not intended to supersede Wyoming Statute, (WS § 16-4-201 thru 205), Wyoming Public Records Act (WPRA).

II. SCOPE

This standard applies to all executive branch agencies, boards, and commissions

STANDARD

A. Public Information labels:

1. Unrestricted – information that is public knowledge or readily available to the public. Unrestricted information may be disclosed in the normal course of conversation or other methods of communication without regard to whom the communication occurs. Information that is considered unrestricted includes, but is not limited to, publicly available sales and marketing materials and other information regarding products and services offered, facilities open to the general public, general electronic mail addresses and general telephone numbers for voice or facsimile communication. Internet Web sites available to all Internet users should contain only unrestricted information.
2. Information requiring personal requests – information that is readily available to the public, but needs to have a request either in written form or in person. Before releasing any information, personnel should ask themselves if the request is reasonable based on WPRA. Examples of information that are considered in this category include, but is not limited to, employee names and direct telephone numbers, employee direct facsimile telephone numbers, employee electronic mail addresses, (operational facility addresses, and other general or generic information about the organization). Agency intranets and areas of Internet Web sites that require users to log into the area may contain this type of information.

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B. Restricted Information labels:

1. Sensitive – information that cannot be disclosed outside of the organization without prior written approval of the Agency Head in accordance with the WPRA. Sensitive information includes, but is not limited to, processing volumes, service pricing, equipment configurations, vendor information (names, addresses and telephone numbers), application software used, types and numbers of computer equipment and other similar business and technical information. Sensitive information is never published to any Internet Web site.
2. Confidential – information that cannot be disclosed outside of a department or work group without prior written approval of the Agency Head in accordance with the WPRA. Confidential information includes, but is not limited to, customer information (names, contacts, addresses, telephone numbers, electronic mail addresses, etc.), employee information (name, home address, telephone number, years of service, etc.), and any records that contain personally-identifiable information as defined in WPRA.
3. Special Disclosure - information whose disclosure rules are governed by the WPRA and other Wyoming statutes or governed by Federal statute where disclosure must be approved by all parties pertinent to the information in accordance with the WPRA. Information with this label will only be disclosed on a need to know basis and the applicable disclosure rules will apply. See the above referenced statutes for exact limitations.

CIO Approved Date: 8/24/2011