

**Department of Administrative Services
Information Asset Classification
HRSD - PPDB**

| Level | 1 - Published | 2 - Limited | 3 - Restricted | 4 - Critical |
|--------------------------------------|---|---|--|--|
| Risk Sensitivity | Low | Sensitive | High | Extreme |
| Policy 107-004-050 Definition | Information that is not protected from disclosure, that if disclosed will not jeopardize the privacy or security of agency employees, clients, and partners. This includes information regularly made available to the public via electronic, verbal, or hard copy media. | Information that may be protected from public disclosure, but if made easily and readily available, may jeopardize the privacy or security of agency employees, clients, or partners. Agency shall follow its disclosure policies and procedures before providing this information to external parties. | Information intended for limited business use that may be exempt from public disclosure because, among other reasons, such disclosure will jeopardize the privacy or security of agency employees, clients, partners, or individuals who otherwise qualify for an exemption. Information may be accessed and used by internal parties only when specifically authorized to do so in the performance of their duties. External parties requesting this information for authorized agency business may be under contractual obligation of confidentiality with the agency prior to receiving it. | Information that is deemed extremely sensitive and is intended for use by named individual(s) only. This information is typically exempt from public disclosure because, among other reasons, such disclosure would potentially cause major damage or injury up to and including death to the name individual(s), agency employees, clients, partners, or cause major harm to the agency. |
| Policy Examples | <ul style="list-style-type: none"> • Press releases • Brochures • Pamphlets • Public access web pages • Materials created for public consumption | <ul style="list-style-type: none"> • Enterprise risk management planning documents • Published internal audit reports • Names and addresses that are not protected from disclosure | <ul style="list-style-type: none"> • Network diagrams • Personally identifiable information • Other information exempt from public records disclosure | <ul style="list-style-type: none"> • Disclosure that could result in loss of life, disability, or serious injury • Regulated information with significant penalties for disclosure such as information covered under the Health Information Portability Act or the Internal Revenue Service • Information that is typically exempt from public disclosure |

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| Risk Sensitivity | Low | Sensitive | High | Extreme |
| Specific HRSD Items | <ul style="list-style-type: none"> • Web pages • Personnel Action Turnarounds (page 2 & 3) • Personnel Action Manuals • PPDB Tables <ul style="list-style-type: none"> ➤ Agency ➤ Class ➤ Rates • Hand-outs for meetings • PPDB Communications (email) • PPDB information handouts • PPDB statistical reports • Salary information • Names of employees and work location | | <ul style="list-style-type: none"> • Agency downloads with sensitive data • Employee Social Security Number on any documents. • Union downloads • DOJ hire reporting • Personal information included in PPDB for employees of most state agencies • Incoming Personnel Action requests with protected sensitive data (page 1) | <ul style="list-style-type: none"> • Personal information included in PPDB for employees of law enforcement agencies (Corrections, State Police, Oregon Youth Authority, Parole/Post-Prison Supervision Board), police and fire, and domestic violence |