

For example

- All medical information (e.g. occupational health reports)
- Correspondence with legal counsel and the Police
- Passwords and other forms of access control credentials
- Grievance and disciplinary proceedings
- Commercial contracts over £1M
- Banking and credit card details
- Counselling records
- Accident reports

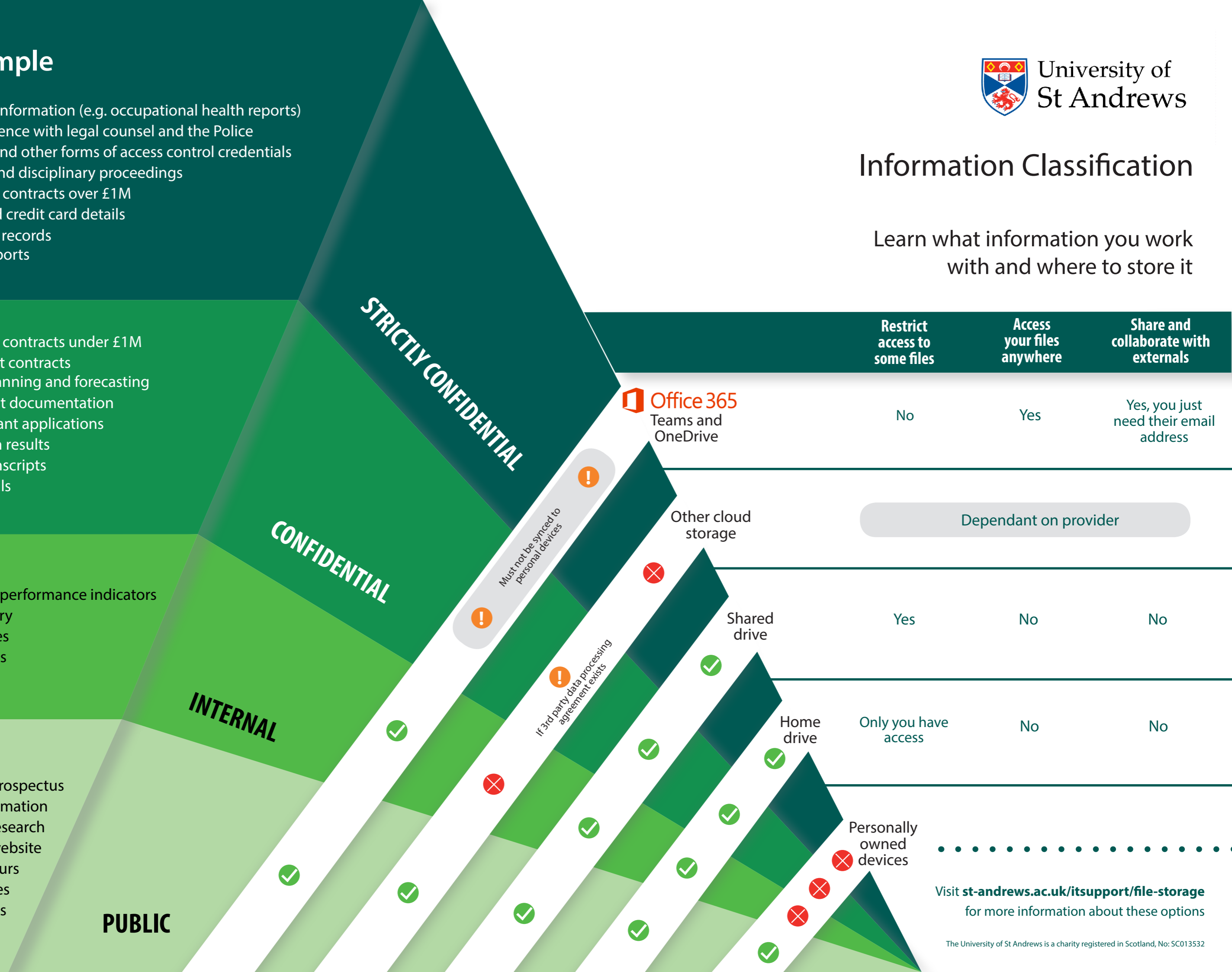
- Commercial contracts under £1M
- Employment contracts
- Strategic planning and forecasting
- Procurement documentation
- Research grant applications
- Examination results
- Student transcripts
- Payroll details

- Budget and performance indicators
- Staff directory
- Lecture notes
- Audit reports
- Procedures

- University prospectus
- Course information
- Published research
- University website
- Opening hours
- Press releases
- Main policies

Information Classification

Learn what information you work with and where to store it



Visit st-andrews.ac.uk/itsupport/file-storage for more information about these options