

## Guidance for UAS Departments on the Use of Oxonly

The following guidance is designed to assist UAS departments when deciding whether to restrict the material they publish on the University website. The system employed to restrict material to current members of the University is called oxonly, which will operate through single sign-on from July 2012.

### Guiding principles

- The University's information security policy ([www.oucs.ox.ac.uk/network/security/ISBP/classification\\_info.xml](http://www.oucs.ox.ac.uk/network/security/ISBP/classification_info.xml)) states that "the classification of information should be directly related to the value of that information, legal requirements, sensitivity and criticality to the University. It should be used to determine the level of security control necessary to protect its confidentiality, integrity and availability. It should also take into account certain business needs such as the requirement for sharing of information."
- The decision about whether to restrict access to material using oxonly should be taken by the owning department as they are best placed to assess its sensitivity.

### Assessing sensitivity

- In broad terms, the decision about whether to restrict material should be informed by the 'journalist test' – would you be happy for the material in question to appear in the press?
- When assessing whether to restrict material, departments may wish to refer to the exemptions for freedom of information requests (in table A) and to the classification of information in the Information Security policy (table B). Please note that the freedom of information exemptions are applied on a case-by-case basis; any information corresponding to the examples listed would not be automatically exempt.

**Table A: Freedom of information exemptions**

| Exemption   | Examples  |
|---|---|
| Section 22 – Future publication<br>i.e. information we intend to publish at some point in the future, where early disclosure would have harmful effects | Research data, admissions statistics, financial reports   |
| Section 36(2) – Inhibition of free and frank advice or discussion   | Working papers, minutes, reports or documents relating to the formulation of policy or decisions on issues of sensitivity. This exemption is more often applied where the issues under discussion are still live and unresolved.      |
| Section 38 – endangerment of an individual's health or safety   | Information relating to animal-based research   |
| Section 40(2) – Third party personal data which it would be unfair to disclose without the individual's consent   | An individual's salary, address, bank details, disciplinary record, race, sexuality, etc. Personal data is required to be stored securely and it is unlikely that oxonly would be sufficiently secure, even with password protection. |

| Exemption  | Examples  |
|--|---|
| Section 41 – Information provided by another person in confidence where disclosure would constitute an actionable breach of confidence | Commercially sensitive information provided by a third party, such as a tender submission.  |
| Section 42 – Legally privileged information  | Legal advice or information created for the dominant purpose of legal proceedings   |
| Section 43 – Information prejudicial to commercial interests   | Any disclosure that would harm the University's ability to generate income, particularly from private sources, or to secure value for money in purchasing, or the recruitment of staff e.g. the budget for a particular programme of activity, individual salary details, or information about a donor. |

### Table B: Information Security classification of information

The following categories of information are listed as 'sensitive' and 'restricted' in the Information Security Toolkit. Please note that this information is provided for illustrative purposes only; it may not provide appropriate protection for the secure storage of such information. Please refer to the information security toolkit for guidance about appropriate controls in this respect: [www.oucs.ox.ac.uk/network/security/ISBP/toolkit](http://www.oucs.ox.ac.uk/network/security/ISBP/toolkit).

| Classification | Characteristics  | Risks   |
|----------------|--|---|
| Sensitive      | The information is available only to specified groups within the University.   | Loss or unauthorised disclosure may have an adverse impact on the business of the University, its reputation, or may cause distress to its staff, students or associates.<br><br>Loss or unauthorised disclosure may have a financial impact on the University. |
|                | The information has a high financial value.  |   |
|                | The information is subject to a specific legal requirement for confidentiality.  |   |
|                | The information is critical to the business operation of the University.   |   |
|                | The information is ' <i>sensitive personal data</i> ', as defined in the Data Protection Act (DPA) i.e. data relating to ethnic or racial origin, physical or mental health, sexual life, political opinions, trade union membership, criminal offences or alleged offences, or proceedings relating to criminal or alleged criminal offences. |   |
| Restricted     | The information is available only to specified groups within the University.   | Loss or unauthorised disclosure is unlikely to have an adverse affect on the business of the University or its reputation. However, it may have a negative impact on individuals or small groups within the University.   |
|                | Information in this category is unlikely to have a substantial financial value.  |   |
|                | It may include personal data under the DPA but of a type already widely available e.g. work e-mail addresses or telephone numbers.   |   |

**University's Publication Scheme**

Information that the University makes proactively available to the public as part of its Publication Scheme is listed at [www.admin.ox.ac.uk/foi/publication](http://www.admin.ox.ac.uk/foi/publication). This includes information about the University's organisational structure and governance; financial information; strategy; policies and procedures; and services.

**Further information**

Further information about freedom of information can be found at [www.admin.ox.ac.uk/foi/](http://www.admin.ox.ac.uk/foi/). If you have any questions about freedom of information or data protection issues, please contact Max Todd in the Council Secretariat at [max.todd@admin.ox.ac.uk](mailto:max.todd@admin.ox.ac.uk) or on x80299.

*Susannah Wintersgill, Head of Internal Communications, on behalf of the Web Service Steering Group, January 2012*