

Sensitivity label
Secret

Sensitivity label
Internal

Sensitivity label
Confidential

Sensitivity label
Public



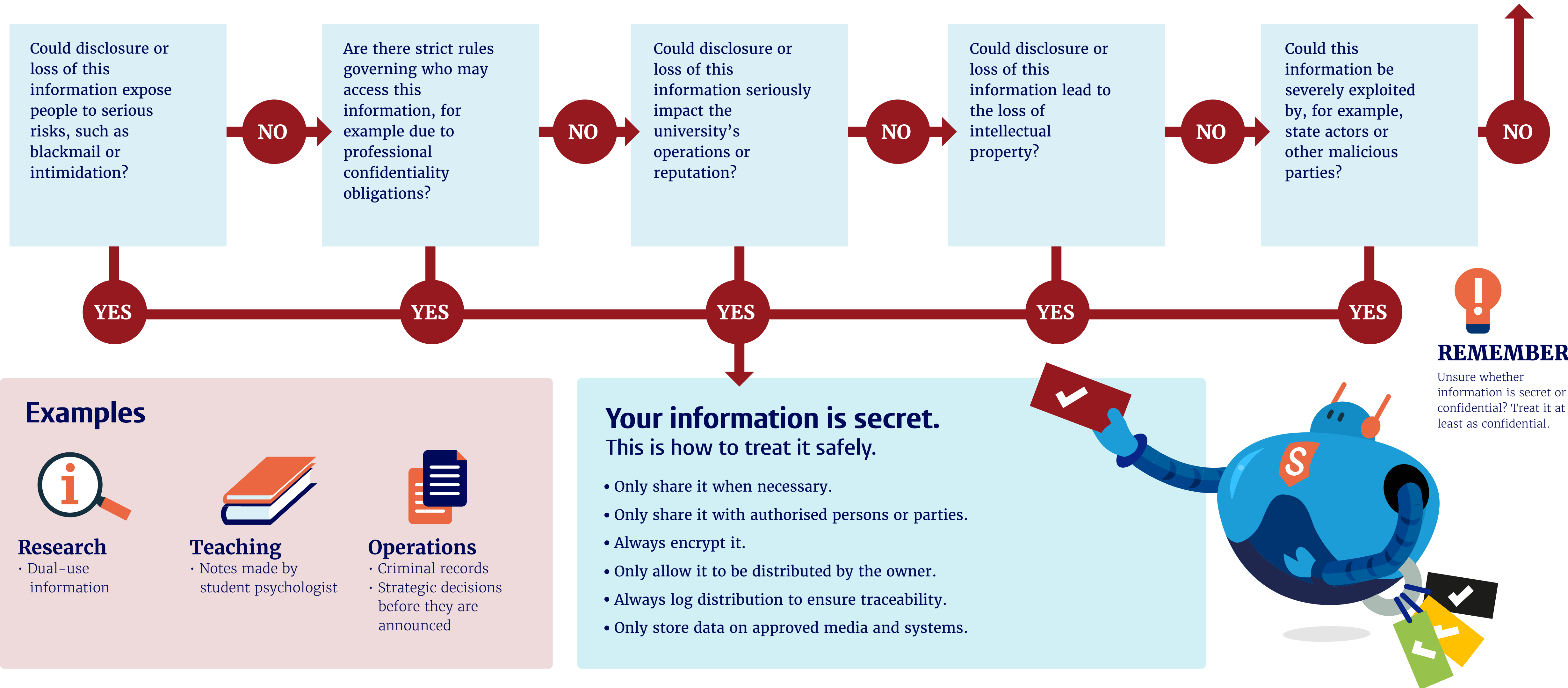
Help with sensitivity labels

Click on a label to learn more about when and how to use it. Still have questions or unsure which label to choose? You can find more information on the [website](#) or contact security@bb.leidenuniv.nl.

Sensitivity label
Secret

Could disclosure or loss of this information cause significant or irreversible harm to research, individuals or the university?

Your data is not secret. See the other labels to find the right one. Still unsure? Please contact the Security Office.



Sensitivity label

Confidential

Could disclosure or loss of this information cause harm to research, individuals or the university?

Your data is not confidential. See the other labels to find the right one. Still unsure? Please contact the Security Office.

Could disclosure or loss of this information cause the university significant harm or disruption?

NO

Could disclosure or loss of this information undermine or delay ongoing research, in turn unintentionally or unfairly favouring other parties?

NO

Could disclosure or loss of this information cause inconvenience or minor reputational damage to individuals?

NO

YES

YES

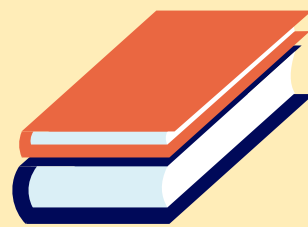
YES

Examples



Research

- Research proposal
- Identifiable research data



Teaching

- Academic transcripts
- Examination papers



Operations

- Employment contracts
- GROW reports
- Invoices

Your information is confidential.
This is how to treat it safely.

- Share it only with individuals who need it to perform their work.
- Encrypt it.
- Send physical documents and storage devices like USB sticks by registered post.
- Limit downloading, copying, and printing whenever possible.



REMEMBER

Unsure whether information is secret or confidential? Treat it at least as confidential.

Sensitivity label
Internal

Could disclosure or loss of this information cause limited, temporary or indirect harm, or is it primarily intended for internal use?

Your data is not internal.
See the other labels to find the right one. Still unsure? Please contact the Security Office.

Is this information primarily intended for internal use and not suitable for external distribution?

NO

Would it be an issue if colleagues from other departments had access to this information?

NO

Is this internal communication that does not contain sensitive personal data?

NO

YES

YES

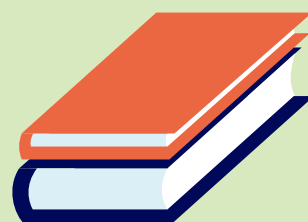
YES

Examples



Research

- Draft analysis filed



Teaching

- Thesis assessments



Operations

- Internal communication
- Working arrangements

Your information is internal. This is how to treat it safely.

- Share it only with authorized individuals.
- Use it outside the office only when necessary to perform your duties.
- Secure it by locking your screen and locking cabinets or rooms to prevent unauthorised access.
- Do not automatically forward it via email or other tools.
- Share it only using tools that are marked green in the [Tool Picker](#).



Sensitivity label
Public

Is this information intended
for public use?

Your data is not public.
See the other labels to
find the right one. Still
unsure? Please contact
the Security Office.

Is this an open
publication or open
educational material?

NO

Is this information
already on the website,
in a newsletter or on
social media?

NO

Is this information
explicitly intended for
external audiences?

NO

YES

YES

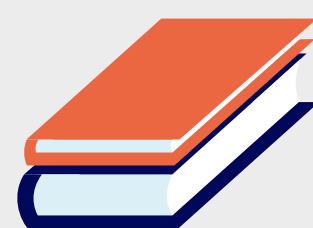
YES

Examples



Research

- Published research



Teaching

- Information about degree programmes



Operations

- Job vacancies
- University website

Your information is public.
This is how to treat it safely.

- You may share it freely through any channel.
- You may handle it without additional security controls.

