RPS Data Categories

ITRTs

ALL data you keep in your RPS Drive must fit either Category I, Category II, or Category III guidelines

Category I Data

ALL category I data MUST be encrypted with CloudLock Selective Services

- **right click on the document**
- **select 'Open with' CloudLock Selective Services**
- **Enter & Confirm encrypt password**
- **DO NOT select 'Keep original document'**
- **Select 'Encrypt'**

CATEGORY I DATA is data protected by federal, state, and/or RPS regulations.

EXAMPLES: FERPA, HIIPA, sensitive or personally identifiable employee or student data.

SPECIFIC STUDENT DATA EXAMPLES: withdrawals, suspensions, grades, courses, student ID #, state testing ID #, etc.

CATEGORY II DATA is data released in accordance with the Commonwealth of Virginia Information Act.

EXAMPLES: content of specific emails, D.O.B's, salary information, data that must be protected for proprietary or ethical or privacy considerations, and data that is otherwise not protected by a know civil statute or regulation.

Category II Data

Category IiI Data

CATEGORY III DATA is all nonproprietary data that is considered publicly available for unrestricted use and/or disclosure.

EXAMPLES: Lesson Plans, public website information, public press releases, public marketing information, student directory information, etc.