

HUCK-GP-P001: Data Categorization and Retention



PennState
Huck Institutes of
the Life Sciences



On this page:

- [1.0 Overview](#)
- [2.0 Purpose](#)
- [3.0 Scope](#)
- [4.0 Policy](#)
- [5.0 Exceptions](#)
- [6.0 Enforcement](#)
- [7.0 Supporting Documents](#)

1.0 Overview

The purpose of this document is not to impose restrictions that are contrary to the Pennsylvania State University's established culture of openness, trust, and integrity. The Huck Institutes of the Life Sciences is committed to protecting our employees, partners, and the University from illegal or damaging actions by individuals, either knowingly or unknowingly.

2.0 Purpose

The purpose of this policy is to outline the requirements for the categorization and retention of data for which the Graduate Program office has been assigned.

3.0 Scope

This policy applies to any person who accesses or uses data for the purposes of reviewing student applications, test scores, references, personal data and supporting information for the purposes of admitting students to Huck Institutes graduate programs. The policy augments the following Penn State University policies as well as additional applicable policies:

- [AD35 – University Archives and Records Management](#)

4.0 Policy

All data that falls under the stewardship of the Huck Graduate Program office will be handled by this policy. All record types not specifically mentioned by this policy are governed by Penn State policies AD35/AP18 regarding University data management and retention.

4.1 Categorization

Data will fall into one of the following three categories as defined by University Policy AD71 (Data Categorization):

- **Public:** Public data are intended for distribution to the general public, both internal and external to the University. The release of the data would have no or minimal damage to the institution.
- **Internal/Controlled:** Internal/controlled data is intended for distribution within the University only, generally to defined subsets of the user population. The release of the data has the potential to create moderate damage to the institution. (Such damage may be legal, academic [loss or alteration of intellectual property] financial, or intangible [loss of reputation]).
- **Restricted:** Restricted data are those that the University has legal, regulatory, policy or contractual obligations to protect. Access to restricted data must be strictly and individually controlled and logged. The release of such data has the potential to create major damage to the institution. (Such damage may be legal, academic [loss or alteration of intellectual property], financial, or intangible [loss of reputation]).

4.2 Data Retention Schedule

Data Type	Categorization	Retention
Application for Admission	Restricted	3 years beyond enrollment
Voting Comments	Restricted	Upon rejection or matriculation

5.0 Exceptions

Exceptions to this policy can ***only*** be granted by completing form **HUCK-AD-F001: Request for Policy Exception or Exemption**. This form must be fully completed and signed by either the Director of the Huck Institutes or the Director of Administration for the Huck Institutes or their designees.

6.0 Enforcement

Any employee, student or visitor found to have violated this policy may be subject to revocation of privileges as well as disciplinary action by their Administrative unit, the College, or the University.

7.0 Supporting Documents

- Penn State Data Categorization (<https://security.psu.edu/awareness/icdt/>)

Visit the Huck Institutes of the Life Sciences on the web at <http://www.huck.psu.edu>.

This publication is available in alternative media on request.

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status and retaliation due to the reporting of discrimination or harassment. Discrimination, harassment, or retaliation against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Tel 814-863-0471/TTY.