

# AirDrop Best Practices @ CU

AirDrop is approved for Confidential Low Impact use on the Denver and Anschutz campuses.

## What is Confidential data?

Data that is not disclosed to the public but is less sensitive than highly confidential data. This data will be released for legally required and applicable Colorado Open Records Act (CORA) requests.

### Examples:

- Personnel records
- Non-public policies
- Internal memos and emails
- Purchase requisitions
- Budget plans
- Non-public contact
- Employee ID numbers
- Research proposals
- Research plans/results

## What is Low Impact risk?

The impact is low if the loss of confidentiality, integrity, or accountability could be expected to have limited adverse effect on organizational operations, organizational assets, or individuals.

### Examples of limited impact/effect:

- Organization is still able to perform primary functions, but effectiveness is noticeably reduced
- Minor damage to organizational assets
- Minor financial loss
- Minor harm to individuals

## What data is not approved for use with AirDrop?

### Examples:

- PHI
- Social security numbers
- Payment card numbers
- Financial account numbers
- Driver's license numbers
- Disciplinary action records
- Research that involves ITAR/EAR
- Controlled unclassified information

For more examples and information on CU's data classifications, visit this [link](#).