

Data Classification Standards Glossary

DOC Policy 280.515, Data Classification

Effective: 08/22/11

BUSINESS PARTNERS

A Department of Corrections business partner includes, but is not limited to, any entity that has a contractual relationship with the Department of Corrections. The term also includes volunteers, vendors, the courts, federal agencies, state agencies, or law enforcement when they participate in the Department's business or exchange information with the Department.

DATA

The most basic definition of data is "information". It includes information or communication of any type whether written or electronic. Data includes, but is not limited to, items such as paper documents, memos, bulletins, letters, brochures, written notes, manuscripts, records, computer files, and other publications. For a definition of electronic data see the term "Electronic Data" defined in this document.

DATA OWNER

Data owner definition may include, but is not limited to the following:

1. The person who creates the electronic data or the person in authority over the group that creates the electronic data.
2. The person or position declared in policy as having authority over a section or type of electronic data, such as medical records.
3. The person or position that is responsible for authorizing or approving access to the electronic data, such as access to a record type in OMNI, Liberty, or the Security Threat Group database.
4. The person or position that is responsible for authorizing the release of the electronic data, such as our Public Disclosure Officer or our Communications Director.
5. The person or position that formulates policy and/or requirements for the use of a type of electronic data, such as human resource data or investigation data.

A data owner is not a person who merely enables or supports access to data. Unless they meet the criteria noted above, a data owner is not typically any of the following:

1. The information technology technician who enables access to electronic data.
2. An administrative assistant enabling access to electronic data or acting as a custodian for electronic data.
3. An information technology technician maintaining an information system or acting as a technical custodian for the electronic data.

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ELECTRONIC DATA

Electronic data describes any information or communication that is stored on or accessed by a computer or a computer storage device, such as CD, DVD, or thumb drive. This may include items such as word processor documents, email, spreadsheets, digital images (pictures), digital movie clips, digital movie files, or databases.

EMERGENT SITUATION

An emergent situation is a circumstance that requires immediate action to preserve the safety or welfare of staff, community, or others. An emergent situation includes, but is not limited to circumstances such as the following:

1. A court immediate hearing,
2. A prison escape,
3. A hostage situation, or
4. Fugitive response.

ENCRYPTION

Encryption is the automated process of scrambling the content of electronic data so that unauthorized readers cannot understand the original message or information.

Authorized readers of the data have access to the automated encryption process to unscramble the message and read the data. Often, the automated encryption process uses a password known only to the authorized users to enable the encryption program to unscramble the message.

NEW BUSINESS

New business is defined as an association or transaction that the Department has not previously engaged in doing. It may refer to a new information system or type of data. It may also refer to an association with a new vendor or contractor. However, new business may also refer to a significant change or enhancement in the way we do business. For instance, if the Department shared Category 2 data with a vendor but now plans increase the type of data shared to Category 3, a type of data that requires a data sharing agreement, that is new business.

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OFFICIAL DEPARTMENT BUSINESS

Official Department Business is defined as actions or duties required in the performance of your work as a Department employee. Official Department Business includes, but is not limited to:

1. Duties or work described in your job description.
2. Duties or work requested of you by a superior in your chain of command.
3. Duties, actions, or work authorized by policy.

Official Department Business does not include:

1. Using Department electronic data for personal reasons.
2. Releasing Department electronic data to the mass media, such as television news or the Internet, unless it is in your job description or you have been authorized to do so by an appointing authority with the Department.
3. Releasing Department electronic data to attorneys or other non-DOC entities unless required by your job duties, authorized by a Department appointing authority, or authorized by policy.

STATE GOVERNMENT NETWORK (SGN)

The State Government Network defines the computer network established to serve agencies and state government entities for the State of Washington. The SGN is typically designated as any government agency that uses the “wa.gov” root domain in its Internet address.

THE APPOINTING AUTHORITY

Appointing authorities are executive-level staff at the Department of Corrections with the authority to hire or terminate employees.