



Categories of personal data

Please note! The classification may change following the combination of data from multiple sources.

General data	Personal data	Examples	Description	Security measures
Restricted	1 R	<p>Special category data (sensitive data; the use of data may interfere with an individual's fundamental rights and freedoms)</p> <ul style="list-style-type: none"> - The processing of data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership or genetic and biometric data ¹⁾ for the purpose of identifying an individual, and ²⁾ the processing of data concerning a person's health, sex life or sexual orientation is prohibited unless there is a lawful basis for the processing activities. - HR: medical certificates and health data. - HR: data relating to salaries, financial circumstances and payments. - Processing of data about criminal convictions or offences when the processing activities are carried out under the supervision of public authorities or otherwise allowed for in applicable legislation. 	1. Special category data	Requires heightened security measures and the auditability of processing activities.
		<p>Personal data subject to specific processing conditions</p> <ul style="list-style-type: none"> - Personal identity number. - Data relating to a minor. - An individual's payment transactions and debit/credit card details. - Contact details that are subject to an order of non-disclosure for personal safety reasons and other data that is classified as confidential in applicable legislation to protect the privacy of individuals. - The results of profiling. 	2. Personal data subject to specific processing conditions ³⁾	The risks associated with processing activities can be controlled without heightened security measures but special care must always be taken when processing data (such as extended risk assessment or DPIA).
Confidential	3 Y	<p>Basic personal data</p> <ul style="list-style-type: none"> - Identifying information, email, phone number, name+address. - Identifiers, such as a Facebook username, Active directory username, etc. - Data that can be combined with internally or externally available data to identify an individual (such as the time and place of events). - Data that is directly related to an individual and is collected from or about the individual (purchase history, service usage history, audit trails, information about consent provided by withdrawn by the individual). - An IP address that enables the identification of an individual. - Basic employment records maintained by the HR unit. 	3. Basic personal data	Controlling the risks associated with processing activities does not require heightened security measures.
		<p>Internal personal data</p> <ul style="list-style-type: none"> - Data that is classified as internal based on a decision taken by the organisation or the individual concerned. - Example: contact information available on the intranet. 		
Public	5 W	<p>Publicly available personal data</p> <ul style="list-style-type: none"> - Data that is classified as public based on a decision taken by the organisation or the individual concerned. - Example: contact details published on the public website. 		
		<p>Non-personal data</p> <ul style="list-style-type: none"> - Technical log data that contains no personal data; product information; anonymous data - May be public, internal, confidential or restricted. 	4. Non-personal data	Requires no special security measures.

1) In case data is processed using technical methods that enable the identification of a natural person.

2) Health data such medical records, the results of medical examinations, physicians' notes and statements and other information relating to treatment or medical care.

3) Processing must be managed in compliance with special legal requirements and a risk-based approach to data protection. When data is processed, other guidelines that are in force must always be observed, such as the organisation's data classification and handling policy.