

Data Sensitivity Labels

**Josh Gill, Gary Davis, Brooke Fincham,
Jason Garris, Nate Akers, and David Ayersman**

New River Community and Technical College

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1. **Impact Levels if Compromised** - We use a three-tier classification system of (1) Low Impact, (2) Moderate Impact, and (3) High Impact. Appendix A of our *GLBA Compliance Procedures* defines this system (<https://web.newriver.edu/procedures/GLBA-Compliance-Procedures.pdf>).
2. **Impact Levels Diagram** - <https://web.newriver.edu/procedures/data-classifications.png>
3. **Data Sensitivity Labels** - There are 6 data sensitivity labels that are defined by whether the data should be available to internal or external audiences and whether it contains PII.
4. **Data Sensitivity Labels Diagram** - <https://web.newriver.edu/procedures/sensitivity-labels.pdf>
5. **Help Desk KB #153: Understanding Sensitivity Labels** - <https://help.newriver.edu/knowledgebase.php?article=153>

6. **Help Desk KB #154: An Introduction to Orchestra** - We implemented Orchestra in July 2026 to assist with managing and securing M365 data in SharePoint, Teams, and OneDrive. This article summarizes how these communication spaces differ and explains how to request one (<https://help.newriver.edu/knowledgebase.php?article=154>). Initially, data sensitivity labels will be optional, but they may eventually be required.
7. **Types of M365 Workspace Templates Available** - <https://web.newriver.edu/procedures/M365-Workspace-Types.png>
8. **How to Navigate “My OneDrive” from Microsoft Teams** - <https://vimeo.com/1165805782?fl=pl&fe=cm>
9. **More Orchestra Training Videos** - <https://success.orchestra.com/articles/6717169035-end-user-adoption-resources%3Flang=en>

10. **Personally identifiable information** (PII) includes information that can be used to distinguish or trace an individual's identity either *directly* or *indirectly* through linkages with other information.
11. **Direct “unique” Identifiers** include information that relates specifically to an individual, such as the individual's **name, address, Social Security Number** or other identifying number or code (e.g., **New River ID number**), **phone number, e-mail address, or biometric record**.
12. **Indirect identifiers** include information that can be combined with other information to identify specific individuals, such as a combination of **gender, birth date, geographic indicator**, and other descriptors. Other examples of indirect identifiers include **place of birth, race, religion, weight, activities, employment information, medical information, education information, and financial information**.

13. **Learn More** - When users send attachments with data sensitivity labels applied, those messages will then display a **Learn More** link when you view them in your **Sent** folder. That Learn More link directs users to Help Desk KB #153 (Understanding Sensitivity Labels).