

6 Sensitivity Labels

Sensitivity Label	Used Internally	Used Externally	Contains PII	Employees Only	External Sharing	Security Restrictions Imposed	Risk Severity Level	Risk Classifications and Examples	Audience is Required
6 - Restricted Internal	YES	NO	YES	YES	NO	YES, no sharing, copying, or forwarding	HIGH	High impact risk with exposure of PII. Sharing is restricted to internal only and other security restrictions are imposed to limit sharing.	YES
5 - Restricted External	YES	YES	YES	NO	YES	YES, no sharing, copying, or forwarding	HIGH	High impact risk with exposure of PII. Sharing with external users is allowed, but security restrictions are imposed to limit sharing.	YES
4 - Confidential Internal	YES	NO	NO PII	YES	NO	YES, no external sharing	Moderate	Moderate risk if exposed to an external audience (it is intended for internal-only audiences). Without context, the information could damage public reputation and compromise plans and initiatives. Examples include plans to begin a new program, open a new location, maintenance contracts, and internal studies of facility usage.	YES
3 - Confidential External	YES	YES	NO PII	NO	YES	YES, notice only	Moderate	Moderate risk with limited security restrictions of notice only. Examples include plans and information that is intended to be shared with a limited external audience (licensing agreements, financial account information, contracts, etc).	YES
2 - Internal	YES	NO	NO PII	YES	NO	YES, no external sharing	Moderate	Moderate risk if shared with an external audience. This label doesn't require users to identify who has access, it only restricts access from external sharing. Choosing this label is quick and limits the audience to New River employees and students.	NO
1 - Public	YES	YES	NO PII	NO	YES	NO	Low	Low impact risk, but possible. Releasing public information sooner than scheduled can be problematic. Examples include press releases, job postings, public web pages, employee contact information, and other publicly available information.	NO