Real life examples for most agencies

Classification Level	UNCLASSIFIED	IN-CONFIDENCE	SENSITIVE	RESTRICTED
Personal information	The names of individuals in situations where there is minimal expectation of privacy or consent has been provided for a specific use and release of relevant personal information. **Examples:** • The name of a New Zealand registered teacher (published as an online register by the Teaching Council.) • Names and contact details for people standing for election. • Licensed building practitioners' license details including license suspensions. • Names of individuals and their qualifications who have graduated from a university.	Personal information about individuals where there is an expectation of privacy but would not endanger their safety or wellbeing if compromised. Compromise of this information would breach someone's right to privacy. This includes most personal information about employees, customers, or citizens. **Examples:** • The staff record of a teacher held by a school, i.e., including personal information such as their address and salary information. • Customer records of those who receive specific agency services. • Names of people receiving ACC payments and what services they are receiving. • Routine medical records for patients.	Personal information about individuals where there is an expectation of privacy and whose release could endanger their safety or cause harm to their livelihood or wellbeing. This includes threat to life. **Examples:** • Record of an investigation into an individual for wrong-doing. • Identity or location of a witness in an ongoing investigation	Personal information of itself is unlikely to be of national security interest. However, the names of people working in or involved in national security matters may need to be protected. **Examples:** • Police protection services information about foreign representatives or foreign mission premises.
Business information Business information includes operational information on what the business does.	Most business information generated by most organisations. **Examples:** • Common business information such as in annual reports, the names of suppliers, the number of employees, most business documentation, e.g., policies, SOPs, business cases etc. • More detailed information can still be UNCLASSIFIED if depersonalised, e.g., details of crimes by mesh block.	Business information where there is an expectation that this should not be further disclosed. Examples: • Information about routine business operations may also be IN-CONFIDENCE if these operations are necessary to maintain law and order and/or effective government. • Police files on routine investigations and prosecutions.	Business information in which release could endanger people's safety or damage the commercial position of the organisation or the interests of New Zealand. **Examples:** • This includes information about business activities relating to sensitive issues. • An investigation into a serious crime or a high-profile public allegation. • New Zealand Government financial or monetary proposal information before announcement.	Business information about activities concerning national security. **Examples:** • The names of countries who are suspected of foreign interference in New Zealand. • Details of a Police investigation into terrorism or trans-national crime.
Financial and commercial information (and other professional advice)	Publicly available financial information. **Examples:** • Financial statements of listed companies and almost all public sector entities. • New Zealand government budget information after being announced.	Financial and commercial information where there is an expectation that this should not be disclosed. **Examples:** • Commercial information, the release of which could competitively disadvantage a business. • Pricing information submitted by a business during a tender. • Professional advice (e.g., legal advice.)	Financial and commercial information in which release might cause harm across a sector or to the wider economy. This includes the advance release of decisions affecting the economy (or parts of it). **Examples:** • Information about proposed economic policies in one sector and/or proposed tax policies, interest rates or charges. • Information about payments by Police to informers.	Financial and commercial information in which release might compromise national security. Commercial information is unlikely to be restricted unless it relates to matters of national security. **Examples:** • A contract for the purchase of a capability related to National Security.