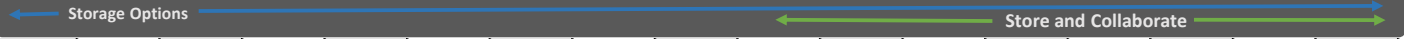


Towson Data: Storage and Sharing Options



	Reasonable
	Conditional
	Unacceptable

	SecureShare (capacity based on need)	H: Drive (up to of 5GB)	O: Drive (capacity based on need)	Local hard drive on Towson Computer	Classroom/Lab Computer	Local hard drive on Personal Computer	Voicemail - Office Phone	Flash Drive, External Hard Drive	CD/DVD	Email (Capacity 50GB)	Custom Share (capacity based on need to 50GB)	Towson OneDrive Cloud Storage (unlimited capacity)	Towson SharePoint	Mobile Devices, e.g. Phones, Laptops, Tablets	Consumer Cloud Storage (Google, DropBox)	Social Media (YouTube, Facebook, Twitter)	File Delivery Service (FDS)
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Data Loss or Exposure Risk

	SecureShare	H: Drive	O: Drive	Local hard drive on Towson Computer	Classroom/Lab Computer	Local hard drive on Personal Computer	Voicemail - Office Phone	Flash Drive, External Hard Drive	CD/DVD	Email	Custom Share	Towson OneDrive Cloud Storage	Towson SharePoint	Mobile Devices	Consumer Cloud Storage	Social Media	File Delivery Service
Public Data ¹	Green	Green	Green	Yellow	Yellow	Green	Green	Green	Green	Green	Green	Green	Green	Green	Yellow	Yellow	Green
Protected Data ²	Green	Yellow	Yellow	Red	Red	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Red	Red	Green
Confidential Data ³	Green	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Green

Benefits

You can access it from anywhere		✓	✓				✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Backed up and easily recovered by you		✓	✓							✓	✓	✓	✓	✓			
Backed up and easily recovered by OTS	✓																
Data stored on a Towson managed system	✓	✓	✓	✓	✓		✓			✓	✓	✓	✓				✓
You can share files, folders at TU	✓		✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓		✓
You can share files, folders outside of TU						✓		✓	✓	✓	✓	✓	✓	✓	✓		✓
You can share files without OTS' help	✓					✓		✓	✓	✓	✓	✓	✓	✓	✓		✓
Simultaneous access by multiple people												✓	✓		✓		
Owner-managed sharing permissions	✓			✓	✓						✓	✓	✓		✓	✓	✓
Synchronizes files and makes local copies												✓		✓	✓		

Drawbacks

Possible file type limitations				✓	✓	✓				✓		✓	✓	✓	✓	✓	
Data on a portable device could be lost or stolen								✓	✓					✓			
Data cannot be recovered if corrupted or deleted				✓	✓	✓		✓	✓					✓			
Off-Campus access requires connecting remotely	✓	✓	✓	✓							✓						
Data is automatically deleted after a set time																	✓
Possible file size limitations										✓		✓	✓		✓	✓	
OTS can't assist with managing or recovering data						✓		✓	✓						✓	✓	

Data Loss or Exposure Risk Classifications

- Reasonable** - There is never a certainty of data being safe, but the risks are as low as possible here. You still need to think about what the data includes before you hit Save.
- Conditional** - Only you can keep your data secure. Rely on your judgment to determine whether a data storage method is appropriate.
- Unacceptable** - Storing data in this manner results in an unacceptable level of risk for data loss or exposure. Don't do it.

Towson Data: Storage and Sharing Options

Definitions

¹ **Public Data** – data intended for general public use. An example is the University’s online directory. There would be no serious consequences if this data were lost or exposed.

² **Protected Data** – All data which are not legally restricted and which may be accessed, without restriction, by University employees in the performance of official University business. If not handled correctly, this data could expose you and the university to risk or embarrassment.

³ **Confidential Data** – All data which, if released in an uncontrolled fashion, could have substantial fiscal or legal impact on the University. Examples include personal data containing elements such as Social Security Numbers, health records, credit card information, student grades, and personnel records. Personally identifiable information (other than public data [directory information as defined under FERPA, HIPAA or other federal law]) should be considered Confidential.

Types of Confidential Data include but are not limited to:

Personally Identifiable Information (PII) – PII distinguishes one person from another. It includes name, address, birthdate, social security number, bank account number, credit card number, driver's license, medical records, email address, etc. This information falls into the Confidential Data category where if released in an uncontrolled fashion, it could have substantial fiscal or legal impact on the university and you.

Health Insurance Portability and Accountability Act (HIPAA) - A U.S. law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals, and other health care providers including Towson's Health and Counseling Centers.

Protected Health Information (PHI) - Information that may identify you and that relates to (a) your past, present or future physical or mental health or condition or (b) the past, present or future payment for your health care.

Family Educational Rights and Privacy Act (FERPA) - A federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education and affords eligible students certain rights with respect to their education records once they are 18 years of age or who attends a postsecondary institution at any age.

For more information about types of data, storage options, or assistance with using the services above, contact the Faculty/Staff Help Center at (410)704-5151