

## Towson University Data: Storage and Sharing Options - Fiscal Year 2018 for Students

	Reasonable
	Conditional
	Unacceptable

	Recommended and Supported							Use with Caution					
	Towson OneDrive Cloud Storage (1 TB)	Google Drive (Unlimited Capacity)	H: Drive/WebDisk (max 1 GB)	(webdisk.towson.edu)	Email (Unlimited)	Classroom/Lab Computer Local Hard Drive	File Delivery Service (FDS) (Send Only, 10 GB Max)	Confidential or Protected Course or Department Data Storage: Ask Department *	General Department or Course-Provided File Storage Ask Department *	Consumer Cloud Storage (Google, DropBox)	Social Media Files (YouTube, Facebook, Twitter)	External Storage (Hard Drive, Flash Drive, DVD)	Phones, Tablets, Laptops (Internal, SD Card, Drive)
<b>Data Loss or Exposure Risk</b>													
Public Data <sup>1</sup>													
Protected Data <sup>2</sup>													
Confidential Data <sup>3</sup>													

### Benefits

Easy access from anywhere	✓	✓	✓	✓		✓	Ask Department	Ask Department	✓	✓			
Backed up and easily recovered	✓	✓	✓	✓			Ask Department	Ask Department					
User versioning and restore	✓		✓				Ask Department	Ask Department					
You can share files, folders at TU	✓	✓		✓		✓	Ask Department	Ask Department	✓	✓	✓		
You can share files, folders outside of TU	✓	✓		✓		✓	Ask Department	Ask Department	✓	✓	✓		
Simultaneous access by multiple people	✓	✓					Ask Department	Ask Department	✓				
Owner-managed sharing permissions	✓	✓				✓	Ask Department	Ask Department	✓	✓			✓
Synchronizes files and makes local copies	✓	✓					Ask Department	Ask Department	✓			✓	

### Drawbacks

Easily lost or exposed					✓		Ask Department	Ask Department			✓	✓	✓
Possible file type limitations	✓			✓	✓		Ask Department	Ask Department	✓	✓		✓	✓
Possible file size limitations	✓			✓	✓		✓	✓	✓	✓		✓	✓
Impossible or costly to recover corrupted or deleted data					✓		Ask Department	Ask Department			✓	✓	✓
Data may be automatically deleted at any time					✓	✓	✓	✓					

- |  |                     |                                                                                                                                                                               |
|--|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Reasonable</b>   | - 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 or Send. |
|  | <b>Conditional</b>  | - Only you can keep your data secure. Rely on your judgment to determine whether a data storage method is appropriate.                                                        |
|  | <b>Unacceptable</b> | - Storing data in this manner results in an unacceptable level of risk for data loss or exposure. Don't do it.                                                                |

\* **Departmental Storage:** includes special file shares set up and managed by individual departments for specific uses where approved by OTS. This storage is only accessible on the computers in labs, or classroom computers, or possibly VPN or Virtual Workspace. If this is an option in your course, you should be given explicit instructions on how to use it properly. If not, ask.

### Definitions

<sup>1</sup> **Public Data** – data intended for general public use. An example is a copy of the academic calendar. There would be no serious consequences if this data were lost or exposed.

<sup>2</sup> **Protected Data** – All data which is not legally restricted but if not handled correctly, this data could expose you and the university to risk or embarrassment. An example of this would be a completed homework assignment.

<sup>3</sup> **Confidential Data** – All data which could have substantial fiscal or legal impact on yourself and/or 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.

**Gigabyte (GB)** – One billion bytes; can store about 200 .mp3 songs, 250 10-megapixel pictures, one 90-minute movie (standard definition), or 20,000 pages of text.

**Terabyte (TB)** – One trillion bytes; 1,024 GB

### **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.

**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.

**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.

<https://www.towson.edu/dataprivacy>

**For information about the most secure way to store confidential or protected data related to a course, major, program, or student employment, talk to your department (professor, lab manager, department office, supervisor, etc.).**

**For general information about types of data, storage options, or assistance with using the services above, contact Student Computing Services (SCS):**

**Phone: (410) 704-5151**

**Text Message: (410) 324-7271**

**Chat/Website: <http://www.towson.edu/scs>**

**In Person: Cook 35 or Towson Run 123**