UMASS LOWELL DATA CLASSIFICAITON – STORAGE OPTIONS

Storage Definitions

One Drive for Business is a document storage, management, and collaboration tool with a contract and Business Associates Agreement with the university to cover sensitive data. Individuals are responsible for configuring One Drive in compliance with data regulations, including HIPAA, human subject data restrictions, and other data use agreements.

Local Computer Drive – C: drive is the hard drive on your computer. This drive must have Full Disk Encryption enabled

Network File Share – Z: drive is a personal folder maintained by UMass Lowell IT; protected by campus firewalls and Active Directory security groups

Department File Share – X and Y drives are departmental network file shares maintained by UMass Lowell IT; and protected by campus firewalls with Active Directory security groups

Exchange Email are email and/or calendaring services provided by UMass Lowell IT and hosted on campus.

Public-Facing UMass Web Sites & Blogs are university-owned services, but their public nature makes them unsuitable for storing sensitive data.

Cloud Storage Services without a contract with the university, including Dropbox, Box.net, Amazon Cloud, or other commercial data services, are not appropriate for storing most university data.

Cloud Storage Services with UMass Lowell Contract: Some commercial cloud storage services hold contracts with UMass Lowell. Each contract will stipulate the vendor's responsibilities regarding university data. Check with your department chair to find out more about each service's contract. UMass Lowell Information Security should review the Information Security requirements before use.

Secure Storage Options: Your department may have chosen a secure storage solution for all sensitive data (e.g., a secure file server). Check with your supervisor or department chair for more information. UMass Lowell T also offers a secure storage service for a fee. Department chairs and IT professionals can contact the UMass Lowell Information Security to discuss the best storage option(s) for their department.

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Data Classification & Examples	One Drive for Business	Local Computer C: Drive with Encryption	Network File Share (Personal Folder) Z: Drive	Dept. Network File Share (X: Y:)	Exchange Email	Public Facing UML Websites & Blogs	Cloud Storage Services	Cloud Storage Services w/UML Contract	Secure Storage Options
Restricted									
SSNs	✗	✓	✓	✓	✗	✗	✗	✗	✓
Ethnicity	✗	✓	✓	✓	✗	✗	✗	✗	✓
Medical Records ▪ Patient Records ▪ Protected Health Information	✓[1]	✓	✓	✓	✗	✗	✗	✓	✓
Export Controlled Data (ITAR/EAR)	✗	✗	✗	✗	✗	✗	✗	✗	✓
Financial Records (PCI-DSS) ▪ Credit Card ▪ Financial Records	✗	✓	✓	✓	✗	✗	✗	✗	✓
Bank Account Information	✗	✓	✓	✓	✗	✗	✗	✗	✓

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Confidential									
Personal Information (93H) ▪ Driver's License Number ▪ State ID Card Number ▪ Financial Account Number	✔	✔	✔	✔	✔	✘	✘	✔	✔
Student Education Records (FERPA) ▪ Grades ▪ Class Rosters	✔	✔	✔	✔	✔	✘	✘	✔	✔
Identification Information ▪ Student and Employee IDs ▪ Visa & Passport Info	✔	✔	✔	✔	✔	✘	✘	✔	✔
Confidential Research ▪ **University Trade Secrets** ▪ **Intellectual Property** ▪ **Third-party confidential or proprietary data** ▪ **Sensitive personal research data**	✔	✔	✔	✔	✔	✘	✘	✔	✔
Bank Account Information	✘	✔	✔	✔	✘	✘	✘	✘	✔

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Operational Use Only									
▪ Staff Meeting Notes ▪ Business Process Documents ▪ Campus Infrastructure Plans ▪ System Configuration/log files	✓	✓	✓	✓	✓	Varies	✗	✓	✓
Unclassified Data									
Student Education Records (FERPA) ▪ Campus Maps ▪ Schedule of Classes ▪ Policies ▪ Student Directory Information ▪ Publicly-available or published research data	✓	✓	✓	✓	✓	✓	✓	✓	✓