

# Data Handling Guideline

✓ = Yes    ✗ = No    P = Permission can be granted by the KU IT Security Office

Storage Platform	Critical	Restricted	Internal	Public	Notes
One Drive for Business	P ✓	✓	✓	✓	
Team sites/SharePoint	P P	✓	✓	✓	
CFS/ResFS	✗	✓	✓	✓	Critical and Restricted data should not be stored on standard CFS/ResFS shares.
Cat1 CFS/ResFS	✓	✓	✓	✗	
KU IT managed device (computers, tablets, phones)	✓	✓	✓	✓	
KU owned but unmanaged device	✗	✓	✓	✓	
Personal devices (computers, tablets, phones)	✗	✗	✓	✓	Only public data can be stored on unmanaged devices.
Portable storage devices regardless of ownership (external hard drives, thumb drives, etc)	✗	✗	✓	✓	Only public data can be stored on unmanaged devices.
Personal cloud storage (Dropbox, Box, OneDrive, Google Drive etc)	✗	✗	✗	✓	Only public data can be stored on personal cloud storage.
Cloud hosting platforms managed by KU IT (Amazon AWS, Microsoft Azure, etc)	✗	✓	✓	✓	
Cloud hosting platforms not managed by KU IT (Amazon AWS, Microsoft Azure, etc)	✗	✗	✗	✓	Only public data can be stored on cloud platforms not managed by KU IT.
KU IT managed content management systems (Drupal, WordPress, cPanel sites)	✗	✗	✓	✓	Only public and internal data may be stored or transmitted with approval of the KU IT Security Office.
Web hosting providers (Weebly, Squarespace, etc), photo hosting services (Flickr, Google Photos), streaming video services (YouTube, Twitch, etc)	✗	✗	✗	✓	Only public data can be stored or transmitted using 3rd party web hosting providers or photo hosting/video steaming services.
Social media sites (Facebook, LinkedIn, Instagram, Twitter, etc), 3rd party chat services (Slack, Discord, etc)	✗	✗	✗	✓	Only public data can be stored or transmitted using social media platforms or 3rd party chat services of any kind.
KU enterprise systems (HR Pay, Enroll & Pay, Blackboard)	✓	✓	✓	✓	Contact the appropriate data owner for assistance with data you may need to store or access on these systems.
KU IT managed e-mail (O365 or on-premises)	P	✓	✓	✓	
Email systems not managed by KU IT (departmental email, Gmail, Yahoo, Hotmail, etc)	✗	✗	✗	✓	Only public data may be stored or transmitted using departmental email systems or personal email accounts.
KU survey platforms (Qualtrics, REDCap)	P	✓	✓	✓	
Non-KU managed survey/calendaring platforms (SurveyMonkey, Calendly, Doodle, etc)	✗	✗	✗	✓	Only public data may be collected or stored using non-KU managed survey/calendaring platforms.
Email marketing services (Constant Contact, MailChimp, etc)	✗	✗	✗	✓	Only public data may be stored or transmitted using email marketing services, whether or not they are paid for with KU funds.