

Data/File Storage Option	Best used for	Avoid using for	Data Storage			Data Sharing			
			Highly Restricted	Restricted	Low	Individual Use / Not shared	Shared internally within a dept., the College or University	Shared with other Minnesota State colleges, universities or the system office	Shared with External Parties
Microsoft OneDrive for Business	Storing files you individually need to achieve your academic pursuits and employment duties.	Highly restricted data without IT consultation. Storing and sharing large quantities of Restricted data. Avoid sharing files that need to outlive an individual user account. Personal videos, family pictures, personal business, etc.	Caution	Caution	Recommended	Yes	Yes	Caution	Caution
Microsoft SharePoint	Data collection and collaboration. Well suited to scale to larger audiences.	Highly restricted data without IT consultation.	Permitted with IT Consultation	Recommended	Recommended	No	Yes	Yes	Upon Request
Microsoft Teams	Groups of people that are looking to collaborate together	Highly restricted data and bulk storage of long-term records.	Permitted with IT Consultation	Recommended	Recommended	No	Yes	Yes	Caution
Local Campus Network Drives	Highly restricted data and very large files needing immediate access. Personal work files that don't need to be shared.	Sharing with users outside your campus.	Recommended	Recommended	Recommended	Yes	Yes	No	No
Microsoft OneNote for a Team	OneNote is a digital notebook that you can carry with you across all of your electronic devices.	Large amounts of data. Storing Highly Restricted data.	Not Recommended	Recommended	Recommended	No	Yes	Yes	Caution
Microsoft OneNote for an individual	Storing data/notes that are not intended for others to see - personal work tasks, reminders, etc.	Data that is intended to be shared with others. Data that is needed after the person is no longer employed.	Not Recommended	Recommended	Recommended	Yes	No	No	No
Microsoft Email Encryption (using OWA) <i>Not Recommended at this time</i>	Not recommended at this time	Not recommended at this time	Not Recommended	Not Recommended	Not Recommended	No	No	No	No
USB Drives	Files that need to be accessed completely offline that contain only low/public data.	Storing anything other than Low/public data.	Not Recommended	Not Recommended	Recommended	Caution	Caution	Caution	Caution
Email	Sending messages and the occasional small attachment that do not contain highly restricted or restricted data.	Data classified as Highly Restricted or Restricted. Large data sets or files. Not for data/file storage.	Not Recommended	Caution	Recommended	N/A	Yes	Yes	Caution
Secure File Share (MoveITSecurely)	Transferring highly restricted and restricted data with a small subset of people. Sending very large files/attachments.	Long-term file storage, content is only shared for a short time period (14 days). Sharing with large groups of students or external users.	Recommended	Recommended	Recommended	N/A	Yes	Yes	Yes
Public / Campus Communication Web Sites	Storing content intended for the general public that is classified as 'Low'.	Highly Restricted or Restricted data.	No	Not Recommended	Recommended	N/A	Yes	Yes	Yes
DropBox/Google Drive/Box.com	Not recommended for any use.	There is no contract with DropBox, Google Drive or Box.com; as such it cannot be recommended for any academic or business use.	No	No	Not Recommended	No	No	No	No
Local C: Drive	Access to files/data when not connected to campus resources. Ensure files are backed up elsewhere.	Storing Highly Restricted and/or Restricted data.	Not Recommended	Not Recommended	Caution	Caution	N/A	N/A	N/A
Survey Tools (Qualtrics, Microsoft Forms) <i>All other survey tools are prohibited</i>	Surveys	Asking questions that could potentially generate responses that contain Highly Restricted or Restricted data.	Caution	Caution	Recommended	Yes	Yes	Caution	Caution

Caution - Requires careful action, due care and the need to avoid risks such as excessive permissions or unauthorized access

Not Recommended - Other options exist that provide better security controls. Using this option is discouraged, consider using the other options first.