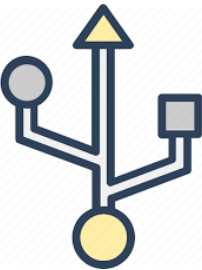




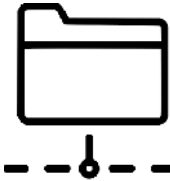

## McMaster Document Storage Guidelines





The guidelines in this document outline storage options available and recommended for the secure storage of high value and sensitive information and provides information storage options and alternatives to mitigate risks related to the protection of personal privacy, intellectual property and copyrighted materials, as well as safeguarding the reputation of the University. These guidelines apply to any information stored by McMaster community members on behalf of the University.

### Classification Legend:

<b>UNRESTRICTED</b>	Information that is intended for use by the public.
<b>INTERNAL</b>	Non-personally identifiable information for which the impact of disclosure is low.
<b>CONFIDENTIAL</b>	Information that is regulated or protected by legislation or contractual agreements, or intellectual property for which the impact of disclosure is high.
<b>RESTRICTED</b>	Highly sensitive or strategic organizational information for which the impact of disclosure is very high.

	Location	Description	Classification	Advice
Local Storage		Removable, portable storage media <ul style="list-style-type: none"> <li>• USB drives</li> <li>• Portable hard drives</li> </ul>	UNRESTRICTED	Removable, portable storage can be used to TRANSPORT information when network transport is not available.  Removable, portable storage is <b>not recommended</b> for COLLABORATION, SHARING or STORAGE.  Hardware or full disk ENCRYPTION is recommended.
	 Local Disk (C:)	Local hard drive <ul style="list-style-type: none"> <li>• Desktop</li> <li>• My Documents</li> </ul>	CONFIDENTIAL	RESTRICTED WHEN ENCRYPTED

<b>Storage on the McMaster Network</b>	 ADS Shared Network Drives	University provided on premises file sharing and storage <ul style="list-style-type: none"> <li>• UTS hosted shared network drives</li> </ul>	<b>RESTRICTED</b>	University provided on premises file sharing and storage is <b>recommended</b> for SHARING, TRANSPORT and STORAGE of information required for continuity of university operation.  University-provided on premises file sharing and storage is in <b>NOT recommended</b> as a COLLABORATION platform.
	 Department Network Storage	Department provided on premises file sharing and storage <ul style="list-style-type: none"> <li>• Department shared network drives</li> </ul>	<b>RESTRICTED</b>	Department provided on premises file sharing and storage can be used for SHARING, TRANSPORT and STORAGE of information required for continuity of the university mission.  Department provided on premises file sharing and storage is in <b>NOT recommended</b> as a COLLABORATION platform.
	<b>Mosaic</b>	University applications for student, financial, and human resources information <ul style="list-style-type: none"> <li>• Mosaic</li> </ul>	<b>RESTRICTED</b>	University applications for student, financial, and human resources information are <b>recommended</b> for COLLABORATION and STORAGE of certain information that is required for ongoing operations of the university.
		University provided on premises cloud-based storage <ul style="list-style-type: none"> <li>• MacDrive</li> <li>• MacDrop</li> <li>• MCloud</li> <li>• Dataverse</li> </ul>	<b>CONFIDENTIAL</b>	University provided on premises cloud-based storage can be used to TRANSPORT and for SHARING information when network transport is not available.  However, this option is <b>NOT recommended</b> for COLLABORATION or STORAGE. ENCRYPTION is recommended.

<b>Microsoft Office 365 Storage</b>		University provided off premises cloud-based storage	<b>CONFIDENTIAL</b>	<p>The Microsoft Office 365 is a COLLABORATION platform that is <b>recommended</b> for the following activities:</p> <ul style="list-style-type: none"> <li>• <b>OneDrive is</b> recommended for information SHARING and TRANSPORT</li> <li>• <b>Teams</b> is recommended for COLLABORATION with collaborators that have access to the Office365 platform.</li> <li>• <b>SharePoint</b> applications are recommended for COLLABORATION with external collaborators that do not access to the Office365 platform.</li> </ul> <p>The Microsoft Office 365 platform can be used for STORAGE of information required for continuity.</p>
		<ul style="list-style-type: none"> <li>• Office365</li> <li>• OneDrive</li> <li>• Teams</li> <li>• Sharepoint</li> </ul>		
				
<b>Other Off Premises Storage</b>		Department provided off premises cloud-based storage <ul style="list-style-type: none"> <li>• DropBox for Business</li> </ul>	<b>INTERNAL</b>	<p>Use of off-premise cloud-based storage provided by your department is discouraged, however it can be used to TRANSPORT information when network transport is not available.</p> <p>Department-provided on-premise cloud-based storage is <b>NOT recommended</b> for COLLABORATION, SHARING or STORAGE.</p> <p>ENCRYPTION is recommended.</p>