



## Network Data Storage Policy

<b>Policy Number:</b>	IT 01-002
<b>Policy Administrator:</b>	Chief Information Officer
<b>Policy Initiator:</b>	Director, Information Security Officer, Computing Services
<b>Authority:</b>	Executive Order 8065 Information Security Data Classification and Executive Order 8105 Responsible Use Policy
<b>Effective Date:</b>	August 27, 2015
<b>Revised Date:</b>	
<b>Approved:</b>	President Thomas A. Cropper
<b>Approval Signature:</b>	/s/

### Purpose:

The purpose of this policy is to provide guidance on usage of file storage and to comply with the California State University and the California State University Maritime Academy regulations that govern privacy and security of information, and protect confidential data in the event of loss or theft of data. This policy also explains user security measures that should be taken in order to enhance security while accessing data on file storages.

Cal Maritime Information Technology is responsible for managing network storage, which includes backups (if applicable), securing access, monitoring department use, and reporting usage patterns. If a third party vendor service is used, the campus will not use local resources to back up or assure the data will not become unusable. Access and use of network storage and cloud storage establishes an obligation on the part of the individual to use this resource responsibly.

### Scope:

All Cal Maritime employees are responsible for adhering to the policy.

### Accountability:

It is the responsibility of the Chief Information Officer and the Information Security Officer to administer the policy and ensure compliance of the policy.

### Policy:

#### A. Individual data store

Individuals are automatically provided network storage through login to the Cal Maritime domain. This drive appears as drive Z: on a Windows computer.

#### B. Departmental data store

Each department will be allotted a network share to allow ease of use for collaborative efforts and backup of work related documents.

C. Work group data store

On a per request basis to meet specific business needs, a collaborative storage share will be created for use by a group of employees.

D. Services Availability

Cal Maritime's local file storage, known as the Z drive, Savana, and/or Diablo2, and users' individual data store will be created at the time of joining the campus as a faculty, staff, or student. This data is only accessible to the user while on the campus domain or while connected to the campus via VPN.

E. Cloud data store

Cal Maritime's Information Technology department supports cloud storage which includes but is not limited to services from Dropbox, Box, and One drive. These services will be assigned to a user on an as needed basis until otherwise denoted.

F. Services Usage

1. All users must comply with the CSU Responsible Use Policy 8105.00 and the Cal Maritime Responsible Use Policy. See Links below:
2. Data stores may not be used to store or transmit data that is identified as Level 1 or Level 2 data, infringe intellectual property rights, violate the privacy of others, and/or store nor distribute harmful or malicious code or content.
  - a. Examples of Level 1 and Level 2 Data include, but not limited to:
    - i. Personally Identifiable Information: SSN, account numbers, birth dates, driver's license numbers, etc.
    - ii. HIPPA Information: Any health related information including diagnosis, dates of service, doctor visit information, treatment information, EOBs, provider information, etc.
    - iii. Payment Card Industry Information: Credit Card Numbers, PINs, verification codes, etc.
    - iv. Export Laws: Data subject to United State export control trade embargo regulations
    - v. Campus Authentication Credentials: This would be the campus issued account and password used to access your computer and email.
3. All files should not be left on any data storage longer than is necessary as stipulated in the CSU Executive Order 1031 and Records Retention & Disposition Schedules.

**Additional Resources:**

Storage retention policy can be found at [Cal Maritime Policies website](#).

CSU Responsible Use Policy can be found in the Integrated [CSU Administrative Manual](#).

Cal Maritime Responsible Use Policy can be found on the [IT Procedures web page](#).

[CSU Policy 8065, Information Security Data Classification: Examples of Level 1 & Level 2 Data](#)  
Cal Maritime [Data Classification Website](#).

**Procedure:**

There are currently no procedures related to this policy.