

## Individual and Shared Data Storage

### Policy and Guidelines

#### Overview

The Business School provides all full-time faculty and administrative staff with a designated **individual** storage resource to store data and files directly related to School research, academic and business functions. Access to individual storage is strictly limited to the owner of this resource. Upon joining the School, administrative staff will also be assigned access to a **departmental** storage resource(share) for managing (storing, updating, deleting) data and files that need to be shared and accessible to everyone in their respective department. All members in each designated "departmental share" are responsible for managing their own data according to each department's established procedures. If the business need arises, faculty and staff have a third option for sharing data and files. In this instance, a **workgroup** storage share can be created to allow a specific group of individuals(faculty and/or staff) to manage data and files in a collaborative way similar to departmental shares. Members of each specific share are responsible for managing their data according to the members' established procedures as well as to the specific permissions that each member is granted (read, write, delete).

#### Purpose

The purpose of this policy and guidelines document is to establish and communicate data storage resources at the School as well as to define acceptable usage of storage. The School's IT infrastructure is configured to optimally support the technology requirements of our constituents. Effective management and use of individual, departmental, and group storage shares by constituents will enable ITG to manage the School's storage resources more efficiently.

#### Policy

**Individual data store** – Upon joining the School, all full-time faculty and staff will be allotted 5 gigabytes of storage for managing files directly related to their academic, research and administrative functions.

**Departmental shares** – Each department will be allocated an equitable storage quota based on the number of staff in the respective department as well as business functions performed.

**Workgroup shares** – On a per request basis to meet specific business needs\* as noted below, a collaborative storage share will be created and allotted a maximum of 10 gigabytes for use by a group of faculty and/or staff.

\*Acceptable business needs for workgroup share :

- Collaborate and manage a sizable amount of files between individuals for an extended period

- Manage data or files that are considered highly sensitive in nature and should be stored using internal School storage.

## Storage Guidelines

To conform to University/School guidelines as well as to manage your data more effectively:

- Only School related data and files can be stored on our infrastructure. The School assumes no responsibility for the loss, protection or restoration of personal data.
- **Administrative staff members are required to store all data, information or files that are created or managed as part of their work function on the departmental or workgroup shares.** Constituents have the option of using their individual share(w: drive) or local computer (c: drive) storage as a working, staging or testing resource. If data is considered either critical or required for day-to-day operations to academic, administrative or research needs, then it must be stored in your departmental or workgroup share. Your department/organization may have additional requirements on how the data is managed such as file naming conventions, structure of folders, version retention, etc.
- Unless you have received a waiver from ITG, no data relating to you or someone else which contain Social Security Numbers, credit cards or personal identifiable information can be stored, transmitted or used on School resources. For more details, read [Columbia University's SSN Policy](#). If you encounter any of these types of data, contact your manager and IT support specialist immediately.
- **Materials that are subject to a copyright where the School or user does not have a license for such materials should not be stored on School resources, including hosted services/systems.** The University has a strict compliance policy that all users must adhere to since improper or unauthorized usage of copyright material is aggressively monitored by external sources and offending institutions and individuals can be held liable and subject to significant penalties.
- Periodically, and at the discretion of each department's business procedures, all constituents should review and audit data accessible in their individual data store, departmental and workgroup shares and delete any files that are no longer needed. Data storage is a finite resource that needs to be managed proactively, and has detrimental impact on our academic programs and infrastructure if it goes unchecked.
- Files and folders should be named appropriately and uniquely for ease of management and discovery should a restoration of data be required.
- Data backups of individual data stores, departmental and workgroup shares are performed on a daily basis. Data can be restored as far back as 30 days from the time they were deleted or modified.
- If individual or departmental needs arise for additional storage for legitimate business needs, your designated ITG technology specialist should be contacted to assist with the request.

## Storage Reclamation

A periodic review and reclamation of storage resources will be performed by ITG as follows :

- ITG can purge any data or files that it deems is non-compliant to established policies and/or poses a risk to the University and School, but will notify the owner of the file(s) before doing so.
- Upon termination or permanent leave from the School, a user's individual data store will be deleted based on the following schedule :
  - Faculty data stores will be deleted after 6 months.
  - Administrative data stores will be deleted after 30 days.
- Workgroup shares will be audited annually by ITG. Owners of these shares will be required to renew their subscription to the workgroup share, otherwise they will be archived offline.
- Files and folders in departmental or workgroup shares that have not been accessed for more than one year will be archived offline as well.