Protected Data Storage Guidelines

The CSU Information Security Data Classification Standard provides three levels of data classification regarding the level of security placed on the particular types of information assets.

This list below is not exhaustive and should only be used as a reference for purposes of data protection. Data protection is the implementation of administrative, technical, or physical measures to guard against unauthorized access to data.

Level 1 (Confidential) Data

- **HIPAA**: ePHI, Personal Health Records, Health Insurance Data
- **Personally Identifiable Information (PII):** Name with Personally Identifiable Information SSN, Passport, Visa, etc.
- **Gramm-Leach-Bliley Act (GLBA):** Name with Financial Information, Bank Accounts, Tax Returns, etc.
- **Payment Card Industry Data Security Standard (PCI-DSS):** Payment card information, Credit Card Numbers, Bank Account and Routing Numbers.
- **Law Enforcement Records:** Name with Driver's License, Criminal Background.
- **Campus Access Credentials:** Passwords or credentials that grant access to level 1 and level 2 data.

Level 2 (Business/Internal Use) Data

- **FERPA**: Student Information: Educational Records not defined as directory" information, typically: Grades, Courses taken, Schedule, Test Scores, Advising records, Educational services received, Disciplinary actions, Student photo.
- **Campus Financials.**
- **Campus Attorney-client communication.**
- **Employee Information:** Name with: Home Address, Home Phone, Personal Email, Marital Status, Gender, Evaluation, Personnel Actions.

Level 3 (General/Unrestricted) Data

- **Information publicly available Publications Web:** The information which may be designated as publicly available and/or intended to be provided to the public.

Services to Store or Share California State University (CSU) Protected Data

	Level 1 (Confidential)	Level 2 (Internal)	Level 3 (General)
Google Drive An enterprise solution that allows faculty, staff and students to store, share and edit files as part of Google G Suite.	Permitted	Permitted	Permitted
OneDrive for Business An enterprise service that allows faculty, staff and students to store, share and edit files within online Office apps as part of Microsoft Office 365.	Prohibited	Permitted**	Permitted
BOX (Fresno State) An enterprise service that allows faculty, staff and students to store, share and edit files online as part of BOX.	Prohibited	Permitted	Permitted
IT Network File Shares Network drives only accessible on the Fresno State network and managed by Technology Services staff.	Permitted	Permitted	Permitted
Local Workstation or Laptop managed by Fresno State (University owned devices)	Prohibited	Permitted	Permitted
Personal computers or devices not owned or managed by Fresno State (Non-University-owned devices)	Prohibited	Prohibited	Permitted
Portable Storage Thumb drives, portable hard drives or any other portable device that is capable of storing files.	Prohibited	Prohibited	Permitted

** Excludes storage of FERPA data.

Notes
- The Data Storage Matrix does not necessarily apply to data associated with faculty research. Research data that involves regulated data should have a Data Management Plan and should fulfill the security requirements of the granting agency as well as the policies and standards of the CSU and Fresno State.

- The Data Storage Matrix only indicates if appropriate technical safeguards and contractual protections are in place for storing or sharing regulated or confidential data using a particular technology.