STANDARDS FOR DATA STORAGE AND COLLABORATION – GEORGE MASON UNIVERSITY

Mason faculty, staff, and student are provided with many options to meet a variety of collaboration and file storage needs. The best choices among these options come from contentious examination of the type of data being handled/storage as well as consideration of the collaboration/sharing activity needed to achieve the goals of the project. To guide the Mason community in making the best and most appropriate selection, the chart below outlines storage services provided and approved by GMU alongside the types of data storage and collaboration activities for which each service is best suited. This guidance support university policies regarding data stewardship.

POLICIES

Data Stewardship: University Policy Number 1114 establishes general methods and responsibilities for control and appropriate stewardship of public & university data. These standards apply across all information systems and uses of public & university data.

Records Management: University Policy Number 1102 establishes records responsibilities for the management, retention and destruction of public records.

Responsible Computing Use: University Policy Number 1301 establishes guidelines for general use of Mason computing services.

Physical and Logical Access Security: University Policy Number 1312 establishes access and security regulations protect the privacy, security, and confidentiality of university systems.

DEFINITIONS

Confidential Data: Public and/or university data that, due to legal restrictions or potential risk, is available only on a very limited basis. Data owners must approve individual access and use of confidential data. Special security precautions will apply depending on where the data is stored. (i.e. building schematics)

Restricted Data: Personally identifiable information or other public and/or university data worthy of protection and discretion in its distribution and use. Data owners generally approve individual access to protected data by employees for a specific business use. Data is in this category is subject to general security provisions associated with public and university data. (i.e. thesis drafts, research data, etc.)

Public Data: Government and/or university data openly available to anyone without university credentials or restrictions. (i.e. list of university course offerings, publicity articles, published directly information, etc.).

Personally Identifiable Information (PII): Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. (i.e. name, social security number, biometric records, etc.)

Record: Any document, data, or file created or accumulated during the course of, and that provides evidence of, public business, regardless of the format in or media on which it may be contained. (i.e. fiscal documentation, student academic files, etc.)

RESOURCES

- Mason Storage Services Info Pages
  - MESA
  - One Drive for Business
  - MyMason Orgs
- University Records Management Website
- Government Data Collection & Dissemination Practices Act

Type of Data and Collaboration Activity		Mason Managed Services			Comments
		MESA	OneDrive for Business	MyMason Orgs	
Type of Data being Stored or Used	**Highly Sensitive Data**	✔			Confidential data is not to be collected or stored outside GMU central systems without specific approval of ITS.
	Restricted Data	✔		✔	If it includes PII, restricted data is not to be shared with an individual outside Mason without approval..
	Public Data	✔	✔	✔	Other than for instructional purposes, GMU data storage and collaboration activities should only be using on Mason provided systems.
Type of Collaboration Activity	**Individual file store and share**	✔	✔		
	Admin/Dept./Group Share	✔		✔	
	Collaborate on documents with other faculty and staff	✔	✔	✔	
	Collaborate with colleagues outside of the University		✔		
	Collaborate on documents with students in your course		✔	✔	
	Collaborate with a working group or committee	✔	✔		
	Collaborate with students not in your course		✔		