What are the security restrictions when using the University Dropbox?

Tell Me

1. When using your University Dropbox account, it is important to be mindful of the data stored there, especially when using the Dropbox Sync App.
   1. Level 0-1 data (Public, Internal) can be stored locally on your computer or device.
   2. Level 0-2 data (Public, Internal, Confidential/Sensitive) can be stored in your University Dropbox account.
   3. Level 3 data (Highly Restricted) requires special consideration.

2. For details about what Level 0-3 data is, visit the Data Handling Guideline. If you have questions about the data levels, please contact your Data Security Officer, Information Security Liaison, or the Information Security Compliance Office.

### Level 0 – Public
- Can be stored anywhere
- Freely distributed
- Examples:
  - Job postings
  - Press releases and marketing material
  - Published research, presentations, or papers

### Level 1 – Internal
- Not shared publicly without authorization
- Can be stored on:
  - University computers
  - Network drives
  - Google Drive and Dropbox
- Examples:
  - Department procedures
  - Budget information
  - Internal memos

### Level 2 – Sensitive/Confidential
- Requires authorization to view
- Should not be stored on computer hard drives
- Can be stored on network drives and online in Google Drive and Dropbox
- Examples:
  - PII data
  - Personnel records
  - Personally identifiable information

### Level 3 – Highly Restricted
- In general, should not be copied or downloaded from the secure location without speaking with the Data Owner, Data Security Officer, Information Security Liaison, or Information Security Compliance Office
- Examples:
  - SSNs
  - Credit card information
  - Restricted research data

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Related FAQs

- Who has access to UNC Charlotte's Dropbox for Education?
- Do sponsored guests or student employees get a University Dropbox account?
- Is the Dropbox Sync App supported by ITS?
- Can I setup two Dropbox accounts on the same device using the Dropbox Sync App?
- Can I get a refund if I purchased more storage from Dropbox and I use it for work?