What are the security restrictions when using the University Dropbox?

Tell Me

Note
Dropbox can potentially be used for research data. In order to ensure Dropbox meets your data security needs please consult with Jesse Beauman, Assistant Vice Chancellor For Enterprise Infrastructure, prior to moving research data to Dropbox. ITS wants to ensure appropriate design considerations are taken into account.

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. Level 0-1 data (Public, Internal) can be stored locally on your computer or device.
   a. Level 0-2 data (Public, Internal, Confidential/Sensitive) can be stored in your University Dropbox account.
   b. 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.

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<th>Level 0 – Public</th>
<th>Level 1 – Internal</th>
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| Can be stored anywhere
  Freely distributed
  Examples:
  - Job postings
  - Press releases and marketing material
  - Published research, presentations, or papers | Not shared publicly without authorization
  Can be stored on:
  - University computers
  - Network drives
  - Google Drive and Dropbox
  Examples:
  - Department procedures
  - Budget information
  - Internal memos |

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<th>Level 2 – Sensitive/Confidential</th>
<th>Level 3 – Highly Restricted</th>
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| Requires authorization to view
  Should not be stored on computer hard drives
  Should be stored on network drives and in Google Drive and Dropbox with limited access
  Examples:
  - PII/PHI data
  - Personnel records
  - Personally identifiable information | 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 |

Related FAQs

- Do sponsored guests or student employees get a University Dropbox account?
- What are my options if I already have a personal Dropbox account?
- What happens if I already have a personal Dropbox account using my @uncc.edu email address when signing up for UNC Charlotte's Dropbox for Business?
- Can I setup two Dropbox accounts on the same device using the Dropbox Sync App?
- Will students have access to UNC Charlotte's Dropbox for Business?