

**Data Handling Guidelines for University Data Classified as Levels 0, 1, 2 or 3**

<b>SERVICE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>COMMENTS</b>
NCCU Owned Workstations, Laptops, Tablets, other devices	✓	✓			No level 2 or 3 University Data can be stored here unless device or data is encrypted.  Mobile devices must have additional security configurations in place if storing level 1 data.
Publicly Accessible Kiosks and Workstations	✓				No level 1, 2, or 3 University Data can be stored here.
Personally Owned Workstations, Laptops, Tablets, other devices	✓				No level 1, 2, or 3 University Data can be stored here.
ITS-Provided Network Drives (M:, K:, S:, etc.)	✓	✓	✓		No Level 2 or 3 University Data data can be stored here unless additional security is in place provided by ITS such as limited access and/or encryption.
NCCU Email	✓	✓	✓		No level 3 University Data can be sent via email. Level 2 data is permissible if designated email recipients are authorized to view the University Data and no recipients' addresses are outside the university email system.
NCCU Office 365 One Drive	✓	✓	✓		Level 2 and 3 University Data can be stored here if additional security is in place such as limited access.
Public Cloud Storage Sites (i.e., non-University provided cloud storage)	✓				No level 1, 2 or 3 University Data can be stored here.
NCCU websites	✓				No level 1, 2 or 3 University Data can be stored here.
Qualtrics	✓	✓			No level 2 or 3 University Data can be stored in SurveyShare.
Blackboard	✓	✓	✓		No level 3 University Data can be stored in Blackboard. Level 2 data is permissible if designated viewers/recipients are authorized to view the University Data and no recipients are from outside the university system.
NCCU-owned portable storage media, such as USB devices, CD/DVD, or external drives.	✓	✓			No level 2 or 3 University Data can be stored here unless encrypted. Portable storage media must have additional security configurations in place if storing level 1 data.