

For more information about data management at KSU—or if you are using assistive technology to read this document—please visit [uits.kennesaw.edu/document-management](https://uits.kennesaw.edu/document-management).



Examples of **FERPA information**: Student grades, student ID information, student class schedule information (For details about FERPA, including a full list of FERPA information types, refer to [kennesaw.edu/ferpa](https://kennesaw.edu/ferpa).)

Examples of **confidential information**: Social security numbers, driver's license numbers, banking account information, credit/debit card numbers, unencrypted passwords, identifiable medical information, visa and passport information

Examples of **protected research**: Sensitive research data, restricted intellectual property, research with contractual security requirements

Examples of **unrestricted/public information**: Campus maps, class schedules, policies, press releases

## Data Storage



|                                     | FERPA Information   | Confidential Information  | Protected Research   | Unrestricted/<br>Public Information   |
|-------------------------------------|---|---|--|---|
| <b>Teams</b>                        | FERPA information CAN be stored using Teams.  | Confidential information CANNOT be stored using Teams.              | <u>Consult the Service Desk</u> about storing protected research on Teams.                 | Unrestricted/public information CAN be stored using Teams.  |
| <b>OneDrive</b>                     | FERPA information CAN be stored using OneDrive.   | Confidential information CANNOT be stored using OneDrive.           | <u>Consult the Service Desk</u> about storing protected research on OneDrive.              | Unrestricted/public information CAN be stored using OneDrive.   |
| <b>Intranet</b>                     | FERPA information CANNOT be stored on the Intranet.                                       | Confidential information CANNOT be stored on the Intranet.          | <u>Consult the Service Desk</u> about storing protected research using the Intranet.       | Unrestricted/public information CAN be stored using the Intranet.                                       |
| <b>Shared Network Drives (I, M)</b> | <u>Consult the Service Desk</u> about storing FERPA information on Shared Network Drives. | Confidential information CAN be shared using Shared Network Drives. | <u>Consult the Service Desk</u> about storing protected research on Shared Network Drives. | <u>Consult the Service Desk</u> about storing unrestricted/public information on Shared Network Drives. |
| <b>SharePoint</b>                   | <u>Consult the Service Desk</u> about storing FERPA information on SharePoint.            | Confidential information CANNOT be stored using SharePoint.         | <u>Consult the Service Desk</u> about storing protected research on SharePoint.            | Unrestricted/public information CAN be stored using SharePoint.   |

## Data Collection/Transfer



|                       | FERPA Information  | Confidential Information  | Protected Research  | Unrestricted/<br>Public Information                              |
|-----------------------|--|---|---|--|
| <b>Email or Teams</b> | FERPA information CAN be shared with appropriate recipients using email.       | Confidential information CANNOT be shared using email.                                  | <u>Consult the Service Desk</u> about sharing protected research using email.     | Unrestricted/public information CAN be shared using email.       |
| <b>DocuSign</b>       | FERPA information CAN be shared with appropriate recipients using DocuSign.    | <u>Consult the Service Desk</u> about sharing confidential information using DocuSign.  | <u>Consult the Service Desk</u> about sharing protected research using DocuSign.  | Unrestricted/public information CAN be shared using DocuSign.    |
| <b>LiquidFiles</b>    | FERPA information CAN be shared with appropriate recipients using LiquidFiles. | Confidential information CAN be shared with appropriate recipients using LiquidFiles.   | Protected research CAN be shared with appropriate recipients using LiquidFiles.   | Unrestricted/public information CAN be shared using LiquidFiles. |
| <b>Qualtrics</b>      | FERPA information CAN be shared with appropriate recipients using Qualtrics.   | <u>Consult the Service Desk</u> about sharing confidential information using Qualtrics. | <u>Consult the Service Desk</u> about sharing protected research using Qualtrics. | Unrestricted/public information CAN be shared using Qualtrics.   |