

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.)


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

For more information about data management at KSU, visit uits.kennesaw.edu/document-management.

Data Storage

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

Data Collection/Transfer

	FERPA Information	Confidential Information	Protected Research	Unrestricted/ Public Information
Email	FERPA information CAN be shared with appropriate recipients using email.	Confidential information CANNOT be shared using email.	Consult the Service Desk about sharing protected research using email.	Unrestricted/public information CAN be shared using email.
DocuSign	FERPA information CAN be shared with appropriate recipients using DocuSign.	Consult the Service Desk about sharing confidential information using DocuSign.	Consult the Service Desk about sharing protected research using DocuSign.	Unrestricted/public information CAN be shared using DocuSign.
LiquidFiles	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.
Qualtrics	FERPA information CAN be shared with appropriate recipients using Qualtrics.	Consult the Service Desk about sharing confidential information using Qualtrics.	Consult the Service Desk about sharing protected research using Qualtrics.	Unrestricted/public information CAN be shared using Qualtrics.