



Document Management Matrix

<p>Data Categories →</p> <p>↓ Available Services</p>	<p>FERPA</p> <p><i>Data Examples:</i></p> <ul style="list-style-type: none"> • Grades • Class Rosters • KSU Student ID's • KSU Student NetId and Email Address 	<p>Confidential Information</p> <p><i>Data Examples:</i></p> <ul style="list-style-type: none"> • Social Security Numbers • Driver's License Numbers • Banking Account Information • Credit/Debit Card Numbers • Passwords (unencrypted) • Identifiable Medical Info • Visa and Passport Info 	<p>Public Information</p> <p><i>Data Examples:</i></p> <ul style="list-style-type: none"> • Publicly available published research • System configuration and log file • Emergency plan 	<p>Protected Research</p> <p><i>Data Examples:</i></p> <ul style="list-style-type: none"> • Sensitive research data • Restricted intellectual property • Research with contractual security requirements 	<p>Unrestricted</p> <p><i>Data Examples:</i></p> <ul style="list-style-type: none"> • Campus Maps • Class Schedules • Policies • University Press Releases • Employee KSU IDs
OneDrive	✓	✗	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓
SharePoint	✓	✗	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓
SecureShare (Jirafeau)	✓	✓	✓	✓	✓
Teams	✓	✗	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓
DocuSign	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓
Shared Network Drives (I, M)	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓

Information can be stored using this service.	Information can <i>NOT</i> be stored using this service.	This service has restricted access. Consult the KSU Service Desk.	Additional Questions? Contact the Service Desk at 470-578-6999 or service@kennesaw.edu
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