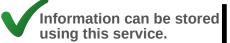


Document Management Matrix

Data Categories Available Services	FERPA Data Examples: • Grades • Class Rosters • KSU Student ID's • KSU Student NetId and Email Address	Confidential Information Data Examples: • Social Security Numbers • Driver's License Numbers • Banking Account Information • Credit/Debit Card Numbers • Passwords (unencrypted) • Identifiable Medical Info • Visa and Passport Info	Public Information Data Examples: • Publicly available published research • System configuration and log file • Emergency plan	Protected Research Data Examples: • Sensitive research data • Restricted intellectual property • Research with contractual security requirements	Unrestricted <i>Data Examples:</i> • Campus Maps • Class Schedules • Policies • University Press Releases • Employee KSU IDs
OneDrive	\checkmark	×		Restricted Access. Consult KSU Service Desk	\checkmark
SharePoint	\checkmark	×		Restricted Access. Consult KSU Service Desk	\checkmark
Teams	\checkmark	×		Restricted Access. Consult KSU Service Desk	
DocuSign	\checkmark	Restricted Access. Consult KSU Service Desk		Restricted Access. Consult KSU Service Desk	\checkmark
Shared Network Drives (I, M)	\checkmark	Restricted Access. Consult KSU Service Desk	\checkmark	Restricted Access. Consult KSU Service Desk	
		-			





Information can *NOT* 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