

SECURITY BEST PRACTICES



Follow these guidelines from the Division of Information Technology to protect your data and GW's data when using the GW Box file sharing service and GW Google Drive.



EVALUATE THE BUSINESS NEED

- If you don't need to store or maintain a document, don't
- If the document contains regulated data, use GW Box
- If the document contains restricted or public data, you can use GW Box or GW Google Drive

REGULATED

- Personal health information
- Student academic & financial records
- Research data protected by statute or regulation
- Personally identifiable information, such as social security numbers (SSN)

RESTRICTED

- Course information & class schedules
- Internal directory information
- HR data
- Access codes
- Wire transfers
- Payroll information
- Performance appraisals

PUBLIC

- Announcements and press releases
- Public event information
- Public directories and maps

SHARE WITH CARE

- Be mindful of what you are sharing and with whom you are sharing it. It's easy to make mistakes when it comes to sharing files so be mindful of typos and these options when you share:
- Share with "People with the Link" - Anyone with the link to this file is able to access the document (Note: this sharing means public)
- Share with "People in your company" - Anyone with the link at GW will be able to access the document
- Share with "People in this folder" - Anyone who has access to the folder will be able to access the document

DON'T STORE CREDIT CARD NUMBERS



LIMIT USE AND STORAGE OF SOCIAL SECURITY NUMBERS (SSN)

- Most of the functionality and use of a SSN has been replaced by the GWID.
- If you do work with SSNs, be mindful of what you are storing on your local machine and in GW Box and GW Google Drive.
- Only store Social Security Numbers in GW Box and only if there is a valid business need

GW Box has a suite of tools that may restrict sharing certain types of data (social security numbers, credit cards). This mechanism acts as a safety net in the event a mistake is made to restrict access to regulated data. If a file containing SSNs or credit card data is made public, you may receive an email from the Division of IT or your local IT support group. If you have any questions about good security practices, information security policies, or acceptable use, please contact the IT Support Center at 202-994-4948 or ithelp@gwu.edu.