

Data Classification	Storage Requirements
<p><b>Government-regulated Confidential Information</b>, including:</p> <ul style="list-style-type: none"> <li>• Personal Identifying Information (PII), such as Social Security, Driver license or Passport numbers</li> <li>• Protected Health Information (PHI) relating to the physical or mental health condition of an individual</li> <li>• Education records of students, applicants and alumni</li> <li>• Personal financial information such as loans or financial aid received by a student</li> <li>• Human subject research data</li> <li>• Payment card data such as credit and debit card numbers</li> </ul>	<ul style="list-style-type: none"> <li>✓ Store in systems of record, such as Colleague and Workday</li> <li>✓ Store on a departmental or personal network storage drive</li> <li>⚠ May be stored on Google Drive/Team Drives If it needs to be editable by multiple university employees, shared within WU only</li> <li>⊘ Do not store on any other cloud drives such as DropBox, MS OneDrive, etc.</li> <li>⊘ Don't ever store payment card data</li> </ul>
<p><b>Other Confidential Information</b> that the university deems confidential or is required by contract to keep confidential, such as salary information, vendor contracts, and donor information</p>	<ul style="list-style-type: none"> <li>✓ Store in systems of record, such as Colleague and Workday</li> <li>✓ Store on Google Drive/Team Drives, shared within WU only</li> <li>✓ Store on a departmental or personal network storage drive</li> <li>⊘ Do not store on any other cloud drives such as DropBox, MS OneDrive, etc</li> </ul>
<p><b>All other electronic information</b> created or managed as part of your work function.</p>	<ul style="list-style-type: none"> <li>✓ Store in systems of record, such as Colleague and Workday</li> <li>✓ Store on Google Drive/Team Drives</li> <li>✓ Store on a departmental or personal network storage drive</li> <li>⊘ Do not store on any other cloud drives such as DropBox, MS OneDrive, etc</li> </ul>