



Document Management Matrix

<p>Data Categories →</p> <p>↓ Available Services</p>	<p>FERPA Information</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>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/ Public Information</p> <p><i>Data Examples:</i></p> <ul style="list-style-type: none"> • Campus Maps • Class Schedules • Policies • University Press Releases • Employee KSU IDs
<p>data storage</p> <p>OneDrive</p>	✓	✗	⚠	✓
SharePoint	✓	✗	⚠	✓
Shared Network Drives (I, M)	✓	⚠	⚠	✓
Teams	✓	✗	⚠	✓
data collection / transfer	DocuSign	✓	⚠	✓
SecureShare (Jirafeau)	✓	✓	✓	✓
Qualtrics	✓	⚠	⚠	✓

✓ Information can be stored using this service.

✗ Information can NOT be stored using this service.

⚠ This service has conditional use. Consult the KSU Service Desk.

Additional Questions?
Contact the KSU Service Desk:
470-578-6999
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