



Tech Bytes – Storing My Materials: OneDrive, Dropbox, Google

Bringing CSUDH Up-to-Date on Information Technology
Presented by Sara Hariri, AVP, Security & Compliance

Data & Security

Data Classifications

Level 1 Data: Confidential

- **Severe Risk, damage to the CSU's reputation and legal action**
- **Disclosure exemptions, campus does not disclose in CPRA**
- **Limited use, Only people with "business need-to know."**
- **Legal Obligations, Title IX**

Level 2 Data: Internal Use

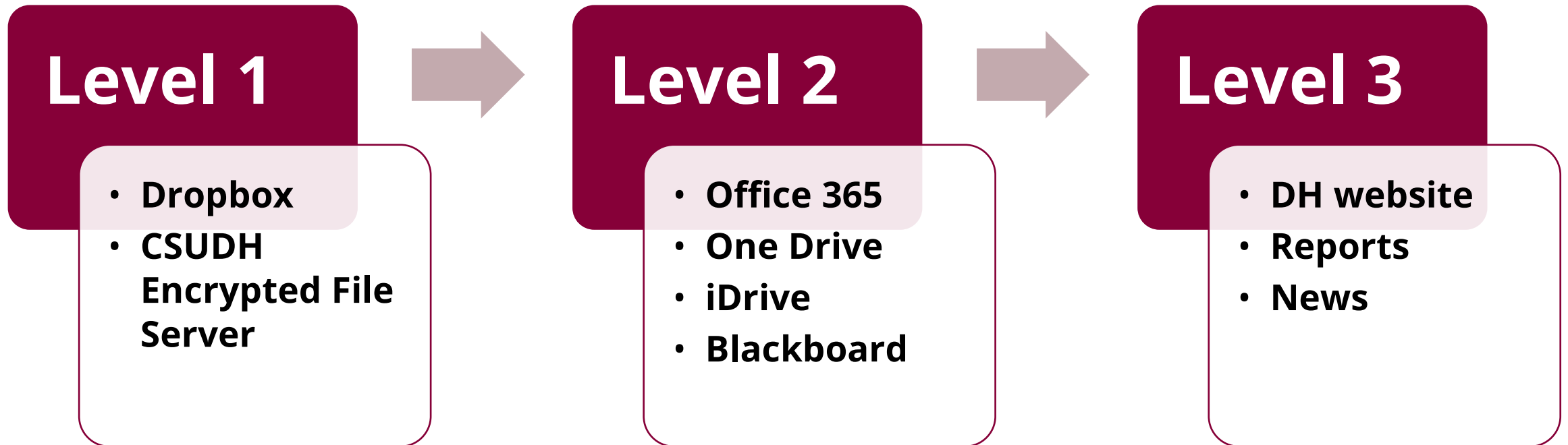
- **Sensitivity, Student pictures and videos, Limited privacy concerns**
- **Moderate risk, Not protected, financial loss, damage to the CSU's reputation, legal action**

Level 3 Data: General

- **Review or disclosure procedures at the discretion of the campus in order to mitigate potential risks.**

Common Systems Approved for Data levels

CSUDH Centralized Systems:



Breach and Exposure

For Any type of Data level Exposure or Breach:

1. Notify Campus ISO ASAP (iso@csudh.edu)
2. Provide as much as information available
3. Do not take measures to resolve the issue yourself



- Cloud-based storage solution for **students, faculty, and staff**
- **Unlimited storage and file-sharing capabilities** for any size file, collaboration with team members, and the ability to showcase projects with partners and clients
- Use your **campus credentials to login and access files** anytime, anywhere from any device, and changes sync across devices

- **Dropbox is the only university approved cloud storage for to store Level 1 information as defined in the [CSU Data Classification Standard](#)**
 - Any information that is governed by federal, state or local law, or regulated by industry
 - **Dropbox is approved for HIPAA data**
- The responsibility for storing and maintaining documents and files resides with the person who stores the documents. Judgment is required about how and where campus information will be stored
- Please visit DH [BeSecure](#) webpage for security tips on how to setup your Dropbox

Secure Data Transfer by Dropbox

- **To share files with sensitive data**, files must be transferred securely and in compliance with CSU Information Security Policies
- Recommendations for securely transferring data:
 - **Dropbox**, the preferred method of transferring data within CSUDH.
 - CSUDH Dropbox is the only cloud storage service that is approved for Level 1, FERPA, and HIPAA data. Human Resources, IT, Financial Aid, and other departments are using this service
- Use **MOVEit** for sharing sensitive data within CSU



- **CSUDH enrolled student and employees are eligible to install Microsoft Office 365**
 - on up to **5 PCs or Macs, 5 tablets, and 5 smartphones**
 - Word, Excel, Powerpoint are available to you on desktop, on the web, and on devices
- Includes access to Microsoft's **OneDrive @ CSUDH**, a cloud storage platform providing **1 TB of extra space for all your files.**
- **Office 365 Applications are university approved cloud storage for to store Level 2 information as defined in the [CSU Data Classification Standard](#).**

Google Drive

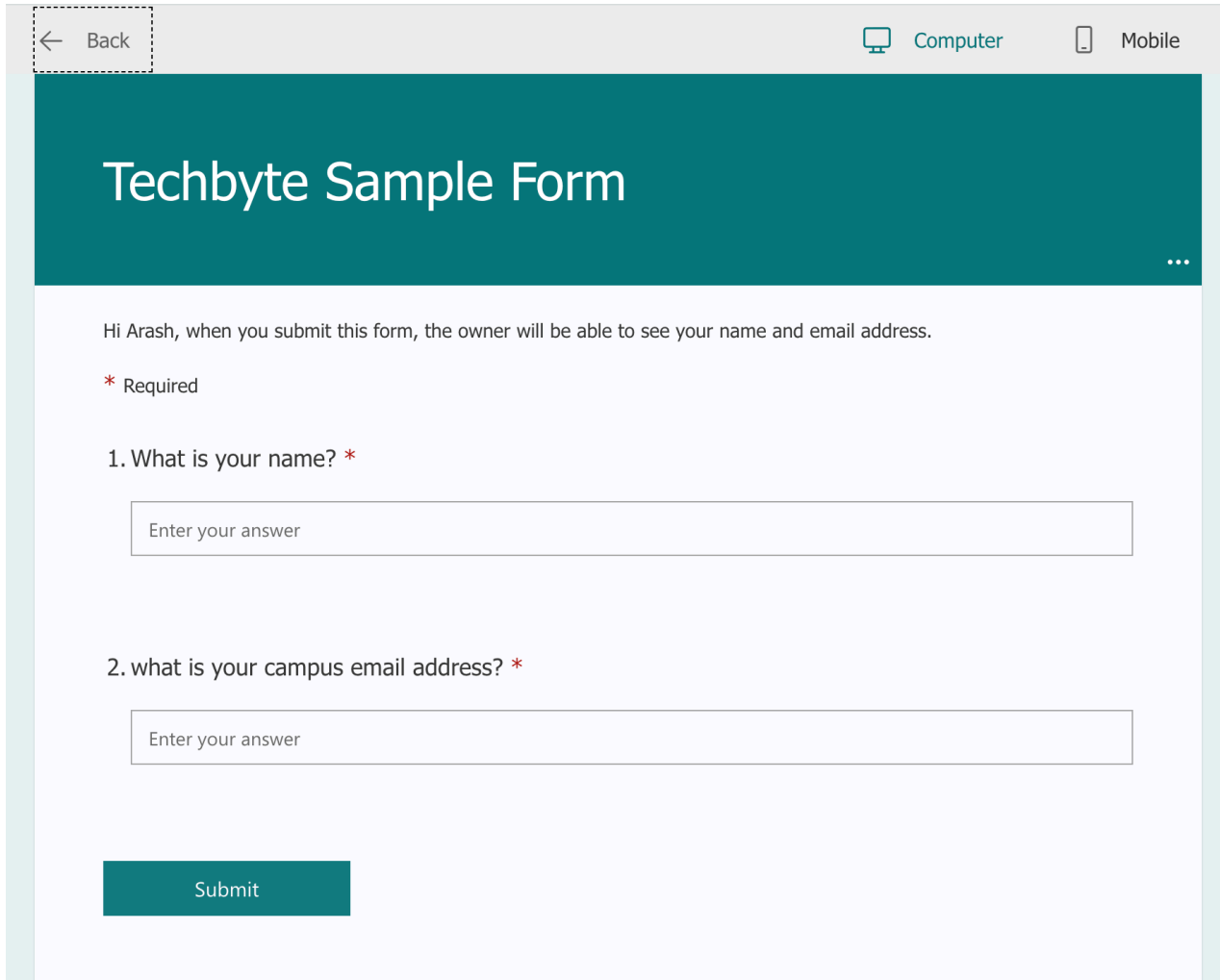


Google Drive

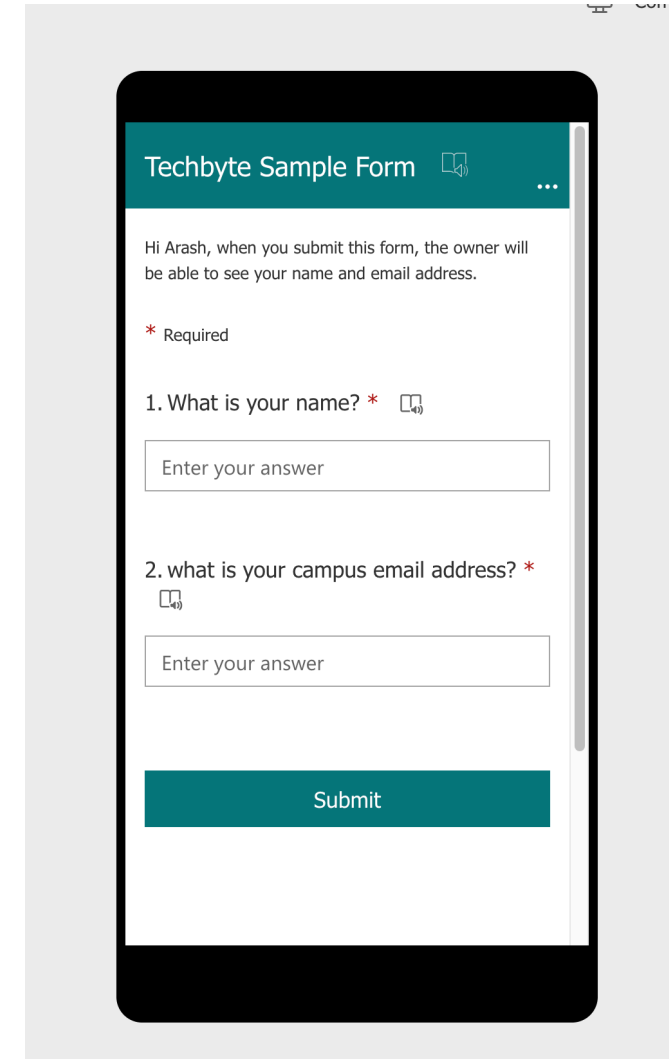
- Campus Google Drive and Toromail account is created and designed for students to store their class material if they choose to.

This service is only For Students at CSUDH.

Security Recommendation: Microsoft Forms Instead of Google Forms



The screenshot shows a desktop view of a Microsoft Form titled "Techbyte Sample Form". At the top, there is a navigation bar with a "Back" button and icons for "Computer" and "Mobile". The form content includes a teal header with the title and a three-dot menu. Below the header, a message states: "Hi Arash, when you submit this form, the owner will be able to see your name and email address." A red asterisk indicates a required field. The first question is "1. What is your name? *", followed by a text input field with the placeholder "Enter your answer". The second question is "2. what is your campus email address? *", followed by another text input field with the placeholder "Enter your answer". At the bottom, there is a teal "Submit" button.



The screenshot shows a mobile view of the same Microsoft Form. The layout is adapted for a smaller screen, with the teal header and message at the top. The questions are listed vertically: "1. What is your name? *" and "2. what is your campus email address? *", each followed by a text input field with the placeholder "Enter your answer". A teal "Submit" button is positioned at the bottom of the form.



Thank You

iso@csudh.edu ✉