

# File Sharing

## FT\_IT\_UT\_15

Responsible Officer  
Rick Snider  
Responsible Office  
IT  
Approving Body  
Board of Trustees  
Last Revision  
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### Policy Statement

CU utilizes local server-based and cloud-based services for electronic file storage. Access to stored data is approved based upon the employee's job requirements. The appropriate department head, CIO, or cabinet member must approve access before it will be granted by the IT department.

### Policy Procedures

CU data is stored locally on server-based file shares, as well as in Google and Jenzabar cloud services. Data access approval must be granted by the department head, CIO, or a cabinet member. The granting authority should initiate a request for the data to be shared by submitting the request to [techhelp@carolinau.edu](mailto:techhelp@carolinau.edu). Access requests from any other employees will not be acted upon until the necessary approval is granted.

Granting access by sharing password is strictly prohibited. Violation of this policy may result in disciplinary action.