File Sharing

FT_IT_UT_15

Responsible Officer
Rick Snider
Responsible Office
IT
Approving Body
Board of Trustees
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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. 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.