








WHERE IS THE BEST LOCATION FOR STORING CORPORATE UNIVERSITY DATA?

Records Management office - <https://www.monash.edu/records-archives/records-management>

TYPE OF DATA *	BEST LOCATION FOR IT	RISKS	EXCEPTIONS	Additional information?
<p>CRITICAL DATA * i.e. highly sensitive information. e.g.</p> <ul style="list-style-type: none"> • Credit card numbers • Tax file numbers • Health Information • Reportable Police Information • selected research data 	<p>RELEVANT ENTERPRISE RECORDKEEPING SYSTEM** – e.g TRIM, SAP, PURE, Callista.</p> <p>Contact Records Management office for advice if unsure what system.</p>	 <p>Not undertaking routine destruction of copies, drafts & working papers may lead to</p> <ul style="list-style-type: none"> • Privacy & FOI breaches 	 <p><u>Research data</u> – for advice on research data contact researchdata@monash.edu.</p>	<p>- Electronic Information Security Policy</p> <p>- Electronic Information Security: Payment Card Industry Data Security Standards (PCI-DSS) Procedures (Australia only)</p> <p>- Records Retention and Disposal Authority (provides rules for all University records – regarding what can be destroyed or kept, etc)</p> <p>- Retention and disposal of RESEARCH data (section of link above)</p> <p>- What is a University record?</p>
<p>PROTECTED DATA * i.e. sensitive information. e.g.</p> <ul style="list-style-type: none"> • Financial information • employment contracts. • teaching and unit evaluations. • selected research data 	<p>RELEVANT ENTERPRISE RECORDKEEPING SYSTEM** – e.g TRIM, SAP, PURE, Callista.</p> <p>Contact Records Management office for advice if unsure what system.</p>	<p>See above</p>	<p>See above</p>	<p>See above</p>
<p>RESTRICTED DATA * i.e. confidential information used internally.</p> <p>May cover a large percentage of corporate information created on a daily basis.</p>	<p>Final versions of data in ENTERPRISE RECORDKEEPING SYSTEM** (eg. SAP, HP TRIM, CALLISTA).</p> <p>Draft or collaborative versions of the data:</p> <ul style="list-style-type: none"> - TEAM DRIVE (GOOGLE) - OTHER GOOGLE APPS (EG GOOGLE DRIVE) - STAFF INTRANETS - WIKIS/TWIKIS - FILE SHARES 	 <p>Not undertaking routine destruction of copies, drafts & working papers may lead to</p> <ul style="list-style-type: none"> • FOI breaches and difficulties in responding to AUDITS <p>Silos – DO NOT store multiple versions of the same documents on different locked down silos.</p>	 <p>DO NOT STORE UNIVERSITY RECORDS IN GOOGLE (EMAIL, TEAM DRIVE, ETC) or FILE SHARES.</p>	<p>When making choices about the collaborative tool to use:</p> <ul style="list-style-type: none"> • GOOGLE TEAM DRIVE is accessible from more devices and locations • files in TEAM DRIVE belong to the <u>team</u> instead of an individual (unlike files in MY Drive) • lack of consistency with titling will make it difficult to locate data over time. • Responsibility should be assigned for ensuring final versions are stored in correct location, and drafts removed • Using apps, devices etc that are not supported by the University may expose the data to security risks, as well as multiple information management breaches (e.g. privacy, FOI, records management, etc).

TYPE OF DATA *	<u>BEST</u> LOCATION FOR IT	RISKS	EXCEPTIONS	Additional information?
<p>PUBLIC or UNCLASSIFIED DATA * i.e. publicly available information. e.g.</p> <ul style="list-style-type: none"> Information about University services and facilities University policies & procedures Publications and reports 	<p>Records that document policies and procedures; significant publications; and records of strategic committees and decisions should be stored in the appropriate ENTERPRISE RECORDKEEPING SYSTEM** (e.g. HP TRIM, Monash Research Repository).</p> <p>Copies of the above and other unclassified data may be made available on the * University INTERNET site</p>	 <p>THE UNIVERSITY INTERNET IS NOT THE LOCATION TO STORE UNIVERSITY RECORDS</p>		<p>- Records Retention and Disposal Authority (provides rules for all University records – regarding what can be destroyed or kept and when)</p> <p>Monash Research Repository http://arrow.monash.edu.au/vital/access/manager/Index</p>

Storage of Personal Data

<p>WORKING PAPERS/DRAFTS, CORRESPONDENCE/EMAIL and other NON-WORK INFORMATION</p>	<p>May all be stored on</p> <ul style="list-style-type: none"> * GOOGLE APPS (EG GOOGLE DRIVE, GOOGLE MAIL) * WORK PROVIDED PHONE * MY DOCUMENTS 	 <p>DATA DISAPPEARS/HIDDEN FROM OTHERS when staff member leaves. <u>DON'T STORE IMPORTANT UNIVERSITY DATA IN THESE LOCATIONS.</u></p> <p>DATA LEGACY DEBT – try not to store drafts and working papers long term in collaborative spaces such as FILE SHARES and TEAM DRIVE (GOOGLE).</p>	 <p>DO NOT STORE UNIVERSITY RECORDS IN GOOGLE APPS, WORK PROVIDED PHONES OR IN MY DOCUMENTS</p>	<p>WHEN MOVING DATA – only move data that has ongoing value. Look to assess and delete drafts and working papers under NAP (if applicable). University records must be moved into RELEVANT ENTERPRISE SYSTEM** – e. g TRIM, SAP, PURE, Callista</p> <p>WHEN CHANGING ROLES OR LEAVING ORGANISATION – ensure any data related to the role you are leaving is assessed in accordance with the University Retention and Disposal Authority. If leaving, ensure all data is managed in accordance with the Leaving Monash Policy</p>
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* For more information on Security Classifications ref Monash University [Electronic Information Security: Responsibilities, Classifications and Standards Procedures](#)

** Enterprise systems are software applications that have cross-organizational capabilities as opposed to department or group-specific programs. They allow for collaboration and communication across the organization through collection of data that is accessible and usable by multiple departments.