

# College of Health Professions Share Drive Policy

*Approved by the College of Health Professions Executive Council on March 12, 2019*

## Purpose:

The purpose of this policy and guidelines document is to establish and communicate network share drive resources for the College of Health Professions (CHP) share drive as well as to define acceptable use of, and file storage on, the CHP share drive.

## Preamble:

The College of Health Professions provides all full-time and part-time (0.5 FTE and greater) faculty and administrative staff with an individual network share drive for data and files directly related to research, academic and business functions. Access to individuals' share drive is typically limited to the designated user of this share drive. Upon joining the CHP, faculty and administrative staff will also be granted access to their department's network share drive for managing, storing, updating or deleting data and files that need to be shared and accessible to everyone in their respective department. All users of each designated department's share drive are responsible for managing their own data, according to each department's established procedures. The CHP also has a network share drive, henceforth known as CHPSHare, which can be seen and edited by all staff and faculty in the college. CHPSHare is available for specific CHP information and data storage only, as outlined in the Policy description.

## Policy:

1. CHPSHare drive is a shared work space and storage for interdepartmental work such as committees, interdepartmental projects and certain CHP administration files.
2. Prohibited uses of CHPSHare include:
  - a. Work product (lectures, manuscripts, etc.) that is for use by an individual only. These should be stored on the individual's share drive.
  - b. Work product (lectures, manuscripts, etc.) that is for use by a single department (not interdepartmental). These should be stored on the departmental share drive per departmental policy.
  - c. Any files or information protected by FERPA; no student information should be saved on the CHP share drive.
  - d. Any files or information protected by HIPAA; no patient information should be saved on the CHP share drive.
3. Committee and interdepartmental files should be current and may hold files for up to ten years. If a department determines that files belonging to them should be stored for a longer period of time, then that department will be responsible for arranging longer-

term storage. Longer-term file storage needs can be determined in collaboration with Office of Technology Services (OTS).

4. File Owner Periodic Review Expectations
  - a. When interdepartmental projects are completed, it is expected that the work owners will then remove the folders.

## Storage Reclamation for CHPShare

1. A periodic review and reclamation of storage resources will be performed by OTS in collaboration with the Dean of the College of Health Professions.
  - a. OTS may purge any data or files that it deems is non-compliant with established policies and/or poses a risk to the University and College; this review will be conducted under the supervision of the Dean. Owner(s) of the file(s) will be notified before the files are deleted.
  - b. If files are determined to be in violation of FERPA or HIPAA policies, OTS will remove the files and notify the owner(s) of the files.
2. Departments and individuals within CHP are responsible for keeping CHPShare compliant with these guidelines.

For further questions about Wichita State University policies regarding use of technology see: [https://www.wichita.edu/about/policy/ch\\_19/ch19\\_01.php](https://www.wichita.edu/about/policy/ch_19/ch19_01.php)

For further questions about Wichita State University policies regarding use of personally identifiable information see:

[https://www.wichita.edu/about/policy/ch\\_20/ch20\\_17.php](https://www.wichita.edu/about/policy/ch_20/ch20_17.php)

[https://www.wichita.edu/about/policy/ch\\_03/ch3\\_12.php](https://www.wichita.edu/about/policy/ch_03/ch3_12.php)

<https://www.wichita.edu/services/registrar/ferpa.php>