

## DCH and Storage Transcript

**Secura:** Hi Carsen, how's it going?

**Carsen:** I'm good. I'm just trying to figure out where I should store my project data, but I just don't know where to start. Can you help me?

**Secura:** Sure. What kind of data are you working with?

**Carsen:** Well, it's for work, is that what you mean?

**Secura:** Not quite. Here at NAU, we have a Data Classification and Handling policy that helps to identify what level of data you're working with. You can find this policy in the University Policy Library under the "Information Technology" policies. Let's check it out.

**Secura:** As we look at the policy, can you briefly describe the project you're working on? For example, what type of information are you going to be collecting? Let's see where that information falls in the data classification table.

**Carsen:** Wow, this is very helpful. I will be collecting contact information and health care records for individuals who are part of a new clinic program on campus. What classification does that fall under?

**Secura:** Let's see, although contact information may be considered level one data, since it is attached to your users' health care records, it is considered Level 4: Highly Sensitive Data. You will want to make sure that you're reading the level 4 protocols so that you know all the requirements and recommendations that ITS has for working with that highly sensitive data. NAU has a couple of areas where you could store your data, we just need to make sure you choose the right one for your needs.

**Carsen:** I'm also a student here, does this mean that I must follow the policy for my school projects too?

**Secura:** Yes, the policy is meant to be followed by all University Community Members. As you can see, the breakdown for each data classification level differs. So, if you are working on a group project for your class, you don't need to follow the protocols for highly sensitive information, unless the data you're working with meets that classification. To try and make it a little easier, you should also check out this storage website. This site is great because it provides a few storage options that are available to you based on your affiliation at NAU.

**Carsen:** There are so many, which one should I choose? How do I know which one is best one for my needs?

**Secura:** If you are ever unsure of where to store your data, you can always contact ITS to ask for help. Their security team will help you decide which location is best for your needs. For some projects, you may need to store your data in a highly secured server, which limits your options. However, that doesn't mean that all your projects need to be stored in the same location. They can help walk you through the different options that are available to you for the data you're working with whether it's for your work or school projects. They help everyone: students, faculty, and staff.

**Carsen:** Wow, that's great! I will call ITS now. Thank you so much for your help, Secura!

**Announcer:** To get started with your storage needs at NAU, you can visit, [nau.edu/storage](http://nau.edu/storage).