SON OP: 61.010 Shared Drive, Permissible Uses and Standards

PURPOSE: The purpose of this policy is to provide and maintain the integrity of the SON electronic files, including the structure and organization of such files. This policy will provide a process for assigning and terminating access to SON files.

REVIEW: The OP shall be reviewed by the Associate Academic Dean of Education Support Services and Student Affairs by October 1st of each even numbered year (ENY), with recommendation for revision forwarded to the Dean of the School of Nursing. Final approval of the OP is provided by the Dean.

POLICY/PROCEDURE

1.0 Policy

The following policy shall govern the use and maintenance of the SON network drives and folders.

The SON Shared drives (referred to hereinafter as the N and X drives) are placeholders for shared SON electronic documents and files. They are operated and maintained by TTUHSC School of Nursing Education Technology staff and housed in the TTUHSC IT Data Center. Reasonable limitations on the use of these drives are necessary in order to maximize the efficiency and value of the technology. It is the intent to establish a SON electronic file management policy which supports quality business practices of the SON.

Shared network drives are for long-term storage of documents and/or records by each user.

2.0 Procedure

1. The N drive is a shared drive for employee work related use only. This drive contains a list of folders created by SON Education Technology that have restricted access permissions. Only the PUBLIC folder is fully accessible to all SON employees. The PUBLIC folder (and its subfolders) should be used to distribute appropriate information to all SON Employees. Special purpose folders should be used when a project requires input from multiple employees, requires multiple edits or is of such duration that an ongoing real-time file is necessary. Projects posted to the shared N drive should be considered accessible from the standpoint that they may be viewed by other SON employees. Data that contains social security numbers or other sensitive information should not be stored in the PUBLIC folder drives.

Under no circumstances should Protected Health Information (PHI) or Personably Identifiable Information (PII), or personal files be posted to the N drive unless there are adequate security measures in place prior to establishing the files(s). This applies to the PUBLIC folder on the N drive.
All faculty, staff, and student workers have access to the N drive but will only be able to access the PUBLIC folder(s) related to their job duties. All other folders located in the root of the N drive are accessible to only those who need access. Folder permissions are maintained by SON IT Staff using Active Directory Groups.

If security/privacy is required for a specific project and/or additional private drive, prior arrangements for such privacy should be made with the SON IT Director.

The N: drive will hold all the departmental folders plus the Public folder. All SON staff and faculty will have full read/write access to each folder on the N drive. Specific drives (i.e. SAO, IT, OME, etc) will remain private and only accessible to members of their perspective area accordingly.

Each area will be responsible for maintaining the structure and organization of their unit’s specific folder and subfolders. Ultimate responsibility for the content of their respective folders and subfolders lies with each department.

All data from these drives are stored on Institutional servers and backups are performed by TTUHSC Information Technology.

2. The SON X drive consists of one private folder accessible exclusive to each user. The files on this ‘private drive’ cannot be shared. Any work related files that contain confidential data should be stored on the personal X drive or the departmental non-public N folder. If you have any special concerns, need clarification or need to exchange confidential data with another department, please contact the SONIT department.

Folder filing structure needs to be logical, structured and hierarchical to enable information retrieval by others. It should be evident from the folder title what information should be stored in the folder.

Established: JF 2011
Approved by Dean’s Council
Revised 10/2014
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