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Project Title: Storage of Personal Data on University Owned Electronic Data Storage Systems

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Problem Statement
BoilerBackpack provides for 100 gigabytes of data storage at no cost to the individual. Although the infrastructure is highly resilient, disaster recovery copies of this data are not maintained by Purdue. This means that the data will not be duplicated on a separate infrastructure at a different location. Therefore, individuals may want to maintain separate copies of files that are critical or difficult to recreate. The lack of dual (redundant) writing of data and taped backup makes BoilerBackpack less desirable than the traditionally currently supported Purdue shared storage (Purdue Cloud). To this end, a great many individuals use the Purdue shared storage drives (Purdue Cloud) to store personal information; this in lieu of using home-based solutions.

Given the lack of BoilerBackpack redundant writing and tape backup, and, recognizing the storage of personal information on Purdue shared storage devices already exists, this project of the Operational Oversight Committee will explore supporting the use of Purdue shared storage (Purdue Cloud) and the policies, procedures, disclaimer and indemnification to normalize common understanding of its use.

The final report will document the findings of this committee with recommendations for further study.

University Policies
The Information Technology IT Resource Acceptable Use (VII.A.2), or most recent version, is the sole university policy outlining the use of Purdue University IT shared resources, including the use of shared storage devices. This policy, in part, defines the storage of information prohibited by Purdue University, individual responsibility for storage of said information, and,
explicitly indemnifies Purdue University from legal discovery of personal information in violation of local, state and/or federal laws.

This policy, in whole, protects Purdue University from the ramifications of the intentional or unintentional violations of said policy by individuals choosing to use Purdue University shared resources for storage of personal data or images (“information”).

**Findings**

The following are observed practices relative to the storage of personal, professional and university owned data on Purdue University shared storage devices.

- **Storage of personal, non-Purdue related data on Purdue shared storage**
  - Consider using external storage such as Dropbox to help reduce storage cost to Purdue

- **Storage of research data on external devices such as CDs, thumb drives, etc.**
  - Consider using Purdue’s research data depot to store research data and prevent lost or stolen mobile storage devices

- **Storage of university intellectual property outside of university shared spaces**
  - Potential for privacy and security concerns. Consider use of Purdue shared resources.

- **Storage of teaching material on non-Purdue shared storage devices**
  - Potential for loss and security concerns. Consider use of Purdue shared resources.

**Recommendations**

Because of the indistinguishable nature of faculty and staff personal from professional stored information, and the degree to which it is applicable to scholarship, teaching and/or engagement, it is the recommendation of this committee that the storage of personal data on Purdue shared storage devices not be encouraged nor discouraged and that the following actions take place.

1. Disseminate a general disclaimer on personal/individual liability for storage of illegal data or images as governed by local, state or federal laws.
2. Heighten the awareness of those making use of university shared storage devices to the aforementioned Purdue University intent, disclaimer and indemnification.
3. Heighten awareness to alternative storage solutions for storing personal information on Purdue University owned shared storage devices (see Areas for Further Research below).
Areas for Further Research

While the storage of personal information on university owned shared storage devices is a reality, it is not the intent of Purdue University to allow storage of illegal, unethical or immoral data or images, especially as those data or images are in violation of local, state or federal laws. Given the quantity of information is an unknown and the extent to which the information stored reverberates the spectrum of personal versus professional, as a university we do not want to encourage nor discourage storage of aforementioned information.

To this end, it is the recommendation of this committee that two areas for further study be explored.

1. A study exploring the many alternative solutions as storage mediums for storage of personal information. The study should define and differentiate the alternative storage solutions as well as clearly define and differentiate their respective advantages and disadvantages for the end users.

2. Explore the heightening of awareness to the university policy on the use of Purdue University shared storage mediums. This initiative should explore, and not be limited to, the design, development, implementation and assessment of effectiveness for all employees of Purdue University in West Lafayette, Indiana.