

## **Disposition of files on departmental computing resources – DRAFT**

### **Reason for Practice**

Because departmental computing resources are intended to provide service to the department as a whole, it is essential to provide guidelines to ensure these shared resources are available to meet the needs of the Department of Earth and Atmospheric Sciences.

This practice is guided by the following objectives:

1. To ensure the Department of Earth and Atmospheric Sciences can, within the guidelines of Purdue University and the College of Science, operate and maintain its IT Resources;
2. To ensure the Department of Earth and Atmospheric Sciences can protect the security and functionality of departmental IT Resources and the data stored on those resources;
3. To safeguard the privacy, property rights, and data of users of University IT Resources; and
4. To comply with applicable existing federal, state, and local laws;

### **Statement of Practice**

Files that are stored on a user's Purdue Career Account space are subject to the rules and guidelines set forth by Purdue University and Information Technology at Purdue (ITaP), and are not considered to be stored on an EAS departmental resource.

Files stored in a group shared space on an EAS departmental server are considered the property of Purdue University and EAS.

Prior to an individual's affiliation with EAS coming to an end, he or she is responsible for the final disposition of any files stored in individually assigned file storage spaces of EAS departmental resources. This does not include files in group shared storage spaces. Any files stored in an individually assigned space that are needed for future use by EAS need to be transferred to a shared storage area. Any other files should be removed.

The Technology Support staff of the Department may remove files from individually assigned space three (3) months after the date affiliation is ended.

All files stored on EAS group shared departmental file storage resources are considered the property of the University and EAS. Files having ownership permissions of individuals whose affiliation with EAS has ended will have ownership permissions changed to the individual responsible for the respective group shares as needed.

EAS Technology Support staff follow the University's Privacy for Electronic Information policy. Privacy is critical to the intellectual freedom that forms the foundation of higher education. While the right to individual privacy is highly valued in the University community, it must, however, be balanced with legal obligations and the larger needs of the community. Specifically, EAS does not routinely monitor the content of communications or files. EAS does, however, specifically reserve the right, with or without notice, to intercept, access, monitor, inspect, copy, store, use, or disclose the contents of communications or files employing IT Resources when it reasonably believes these actions are appropriate in order to protect its Interests.

EAS attempts to maintain a secure computing environment. Accordingly, the University's Authentication and Authorization policy and the Data Security and Access Policy will be enforced on all EAS IT resources.

In order to protect the privacy of persons affiliated with EAS, the University's Social Security Number Policy will be enforced on all EAS IT resources. Specifically, Social Security Numbers (SSNs) should only be used when required by law. Any files containing SSN data should be kept on a secure server, and not stored on a local workstation or removable media.

### **Who Should Know This Practice**

This practice covers students, faculty, staff, and all individuals or entities using any EAS departmental IT resource.

### **Related Documents**

University IT Policies are available at:

[http://www.purdue.edu/policies/pages/information\\_technology/info\\_tech.html](http://www.purdue.edu/policies/pages/information_technology/info_tech.html)

### **Department IT Practices are available at:**

<http://www.purdue.edu/eas/resources/it/practices>

### **Contacts**

For questions regarding this policy, contact:

[eas-itap@purdue.edu](mailto:eas-itap@purdue.edu)

### **Definitions**

*Individually-assigned space:* Any portion of a Departmental resource that is designated for the use of a single individual. This space is often identified using the individual's Purdue Career Account alias.

*Group shared space:* Any portion of a Departmental resource that is designated for the use of an administrative, research, or other group. Multiple accounts may have access to this assigned portion. Group shared space is often identified using a unique name relating to the function of the group.