

Administrative Policy

Suffolk County Community College

ht of this policy.

permitted on network servers; shared folders on individual College computers
network folders may be requested by the department or office administrators.
es would not normally be provided with a network share; instead these
d to use the My Groups function in MySCCC to share files. Departments,
s are not to store private or sensitive information on external systems where
rough the standard college authorization system.

red folders on individual computers will be removed when discovered. The
un system audits to locate and remove computer-based shares and may also
call.

tor is responsible for the department or office use of shared folders including
ow the share will be used, and the type of information stored. The requesting
aintain and communicate the share's utilization policy, which may be a part of
ion Security policy. Requests for setup or changes to network shares are
nter using the forms available from the following links:

x <http://www3.sunysuffolk.edu/Administration/IT/help/forms/Share.doc>

x <http://www3.sunysuffolk.edu/Administration/IT/help/forms/ShareCHANGE.doc>

Department or office administrators must observe and be aware of the following:

1. Shared folders are not to be used by individuals to store personal or private information.
2. Shared folders should not be used to store College protected information unless all individuals with access have permission to this information and the department has received permission from the College data owner to store this information in this manner. See the College's Information Security Access Policy for details on access and use of College Protected Information.
3. Individuals who are provided access to a network share will be managed as a group. The department or office administrator must issue a change request to the Computer Center when any user who has been provided access, leaves the College or moves to another department.
4. Area Administrators must understand that the users will be able to delete, create, copy and modify any document in the department's shared folder. It is ultimately the area administrator's responsibility should the file inadvertently be modified, copied or deleted without his or her express approval.
5. All users will receive the same type of access to the shared folder. The department of Computer Information Systems cannot provide different types of access to individual users.

Approved by Executive Council
March 21, 2011