Administrative Policy

Suffolk County Community College

Policy and Procedures of Shared Departmental Network Folders

This policy covers the setup and use of shared folders. The Information Security Committee (ISec) is responsible for the oversight of this policy.

Shared folders are only permitted on network servers; shared folders on individual College computers are not permitted. Shared network folders may be requested by the department or office administrators. Workgroups or committees would not normally be provided with a network share; instead these individuals are encouraged to use the *My Groups* function in *MySCCC* to share files. Departments, committees or workgroups are not to store private or sensitive information on external systems where security in not controlled through the standard college authorization system.

For security reasons, shared folders on individual computers will be removed when discovered. The college may periodically run system audits to locate and remove computer-based shares and may also find them during a service call.

The requesting administrator is responsible for the department or office use of shared folders including who may have access, how the share will be used, and the type of information stored. The requesting administrator must also maintain and communicate the share's utilization policy, which may be a part of the department's Information Security policy. Requests for setup or changes to network shares are made to the Computer Center using the forms available from the following links:

- http://www3.sunysuffolk.edu/Administration/IT/help/forms/Share.doc

- 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