LECOM Employee Data Storage and the use of personal USB storage devices

LECOM Faculty and Staff are allotted the following for storage of employee data:

- Exchange Mailbox with a 2 GB limit.
- Personal storage in your My Documents folder on the server with a 3 GB limit. Access to this file is limited to only you.
  1. \brd-fs01\users\userid at the Bradenton Campus
  2. \learnrc\users\userid at the Erie Campus
  3. \sh-dc1\sh-users\userid or Local “My Documents” at the Seton Hill Campus

- Data drive such as the J: (\brd-fs01\data) in Bradenton and K: (\learnrc\data) in Erie or Seton Hill is limited to department use only. Employee folders are to be used only on a temporary basis to share or transfer information such as PowerPoints for lecture presentations. Any personal folders located on these drives will be relocated or deleted periodically. This data is backed up daily.

Protected information should be stored in a restricted folder on one of the Data drives. Protected information is not to be stored on any portable device including USB flash drives or a LECOM issued laptop. Protected information must not be put on any personal device or cloud storage.

Any information that does not fit within these storage parameters may be stored on your local computer. Information stored on your computer will not be backed up by LECOM and is susceptible to loss if a hardware failure occurs. LECOM is not responsible for the loss of any data stored on your local computer. Personal storage devices may be used to back up your employee information after fulfilling the following requirements.

LECOM Policy on the use of Personal Storage devices

- All Devices must be encrypted (see the attached document.)
- The LECOM USB request form must be signed and returned to IT and HR.
- Only general teaching information, such as PowerPoints or Brainshark’s, (not LECOM or protected student or patient data) should be stored on these devices.

This policy as described above is not for use in Dental Offices that access Patient Information.

Any use of personal storage devices outside the LECOM policy are grounds for HR disciplinary action(s).