

| Document Storage Solution Description | | | | | User Guide | | | | | |
|--|--|---|---|-----------------|---------------------------|---------------------------|---------------------|---------------------------------|-----------------------|--------------|
| Service | Description | Example Content | Security Capability | | Document Type | | | | | |
| Storage Service | Brief Description | Corporate Document examples | Security Category | Backup Schedule | Corporate Level Documents | Divisional / Faculty Info | Client facing Info. | Prospective Client facing Infor | Technical Information | Personal Use |
| BDM | Banner document management system used by Finance and Student Administration | Visa, doctors certificates, supporting documents | All levels | Y | | | | | | |
| Blogs | Any Blog (eg Wordpress) | News stories, announcements | No confidential, no private, no sensitive | N | | | | | | |
| Cherwell | Service desk tool / kb repository | Technical notes / job tracking | All levels | Y | | | | | | |
| Cloud Storage Services (Hybrid Cloud) | MS One-Drive Business, AARNET Cloudstor, Onenote | Temporary corporate info for collaboration | All levels | Y | | | | | | |
| Cloud Storage Services (Public cloud) | Cloudstor / Dropbox / MS One Drive Personal / iCloud / Google Docs / Evernote | Temporary personal | No confidential, no sensitive | N | | | | | | |
| Content Management System (CMS) | Knowledge based articles, reports | Knowledge based articles | No private, no sensitive | Y | | | | | | |
| Computer 'C' drive | Local device storage for program files | No document storage | N/A | N | | | | | | |
| Computer 'D' drive | Local device storage | Temporary personal / corporate info | No confidential, no private, no sensitive | N | | | | | | |
| Computer 'USB' drive | Local device storage | Temporary personal / corporate info | No confidential, no private, no sensitive | N | | | | | | |
| Confluence | Team collaboration solution | Technical documentation / project documentation | All levels | | | | | | | |
| CSU 'P' Drive | Enterprise wide network share drive | Personal / Private information | All levels | Y | | | | | | |
| CSU Policy Library | Enterprise wide CSU policy repository | Policies / Procedures | All levels | Y | | | | | | |
| CSU 'S' Drive | Enterprise wide network share drive | CSU related documents / files | All levels | Y | | | | | | |
| Email | Corporate email system MS Exchange (mailboxes) | Corporate communications | No confidential, no private, no sensitive | Y | | | | | | |
| Interact2 | Online collaboration and learning environment with content collection/repository | Meeting agenda, minutes, supporting documentation Educational learning content, general and individual student artefacts | No highly confidential | Y | | | | | | |
| Jira | Issues logging / tracking system | Technical notes / job tracking | No private | N | | | | | | |
| Uni Records | Enterprise wide records management solution (formerly TRIM) | Contracts / Agreements | All levels | Y | | | | | | |
| Wikis | Any Wiki (eg Confluence) | Brief notes / instructions | No confidential, no private, no sensitive | N | | | | | | |
| Yammer | Social Media platform with file sharing | Brief notes / comments / chat | No confidential, no private, no sensitive | N | | | | | | |

Storage Solution Description

Service: Product or common name for storage service.
Description: Brief description of function or purpose.

User Guide

Security Capability

Highly Confidential: Data that would cause severe financial loss, harm or embarrassment to the University, its staff and/or students.
Confidential: Data which if disclosed could cause harm to the university
Private: Data that includes personally identifiable information that can be traced back to an individual and that, if disclosed, could result in a breach of privacy.
Sensitive: Sensitive corporate information includes anything that poses a risk to the University if discovered by a competitor or the general public.
Internal: Proprietary information that is only available to current staff or students of the University. Staff and student groups will not necessarily have access to all internal data.
Public: Its availability to the general community would be beneficial to the University. Requires no special protection or rules for use, and may be freely disseminated without potential harm.




Backup Schedule

Indicates if there is some form of backup schedule in place (Y yes, N no). Need to check arrangements for individual storage services as will vary in scope and method.

Document Types

Corporate Level Documents: Corporate information created, received and maintained by CSU and its employees in the transaction of official business or the conduct of affairs, and kept as evidence of such activity.
Divisional / Faculty Info: Departmental specific information created, received and maintained by its employees in the transaction of business activities and kept as evidence of or reference for such activity.
Client facing Info: Information for University clients that is general or specific individual transactions. Examples of clients include staff, students, other managed affiliates including general public.
Prospective Client facing infor: Information for prospective University clients that is general or specific individual transactions. Examples of prospective clients include staff, students, other managed affiliates including general public.
Technical Information: Information of a technical nature only, to support University technical operations or supplementary technical reference. It does not include reference to decisions, individuals or business transactions.
Personal Use: Information which is of a personal nature and has no relevance to the business of the University.

Usage Key

 Recommended
 Not recommended, but may be used in limited circumstances
 Not recommended