

Keeping Extension Data Secure

As part of our day-to-day job duties, we may be asked to handle/store [protected data](#). UK administrative regulations outline the duty of each employee to secure any sensitive data in our care. When storing sensitive data and when sharing with others only UK IT approved apps should be used.

In particular, [Dropbox should never be used to store/share any university, client, or office information/data](#). If you need to share any files with someone (including contacts external to UK), we recommend sharing them through OneDrive. Please see [this link](#) for more information on how to share a file stored in OneDrive. Additional resources for using [OneDrive](#), [Teams](#), and other resources can be found on <https://learningservices.ca.uky.edu/>

The University of Kentucky has an Enterprise license for the full suite of Microsoft 365 products, including file sharing apps such as OneDrive, SharePoint, and Teams. UK also has a Business Associate Agreement (BAA) with Microsoft, a legal agreement that permits University data including HIPPA, FERPA, and other sensitive data types to be stored using the Microsoft 365 apps. UK has no BAA with other vendors such as Dropbox and Google.

Using the official university-provided OneDrive accounts helps keep our sensitive data secure while also making sure that we are a good steward of our funds by not purchasing unneeded storage/sharing options. If you have any questions on how to best store/share something, please check with your REITC or Chad Jennings and we will be happy to assist.