

## Important Policies

### UTRGV AUP (Acceptable Use Policy)

Establish standards regarding the use and safeguarding of UTRGV Information Resources

### Computer Security Standard

Set minimum requirements according to current security best practices, and necessary to create a safe computing environment.

[www.utrgv.edu/is/resources/policies-tabs](http://www.utrgv.edu/is/resources/policies-tabs)

## Standards

### Data Classification Standard

### Data Classification Guide

### Extended list for Confidential Data

## Industry

### HIPPA

Protects individuals' medical records and other Personal Health Information (PHI)

### FERPA

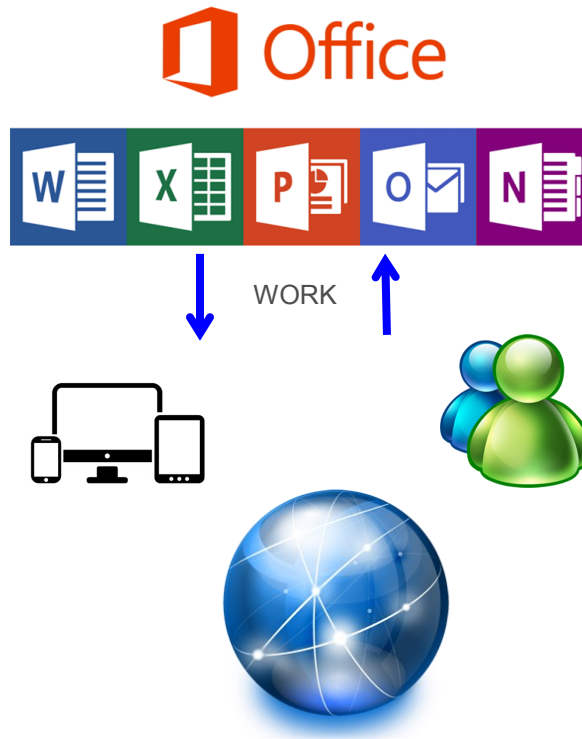
Protects the privacy of student education records

## ONE DRIVE FOR BUSINESS



OneDrive for Business is a **FREE** cloud storage service provided by UTRGV to students and employees

All **UTRGV** students, staff, and faculty can rely on **1 TB** of OneDrive for Business storage. OneDrive will let you get to your files from anywhere with a network connection on any compatible device.



## Versioning

View or restore previous versions of documents in OneDrive for Business.

If you just want to view an earlier document version without overwriting your current version.

In the case that you made a mistake, if the current version is corrupt, or if you simply like a previous version better.

## Sharing

With **1TB** cloud storage, you can work with Word, Excel, PowerPoint, and OneNote from your desktop, mobile device, and the web.

With your documents in OneDrive for Business, you can share them with others (e.g., supervisor), control who can view or edit them, and work together at the same time.

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## Responsibilities

Under the US Health Insurance Portability and Accountability Act (HIPAA), Protected Health Information (PHI) must be treated with special care.

For example:

- Social Security Number
- Patient name, street address, city, county, zip code
- Dates (except year) related to an individual health plan beneficiary numbers

When working with files that contain confidential information, it is your responsibility to ensure that you are following our institution policies and standards.

## Reminder

### Encryption

Transformation of data into a form that conceals the data's original meaning to prevent it from being known or used. Encryption is especially important if you are trying to send sensitive information that other people should not be able to access.

Encryption does not protect you from virus/malware it protects you from unintended disclosure due to loss or theft.

### Helpful links

[www.staysafeonline.org](http://www.staysafeonline.org)

[www.us-cert.gov/ncas/tips](http://www.us-cert.gov/ncas/tips)

[www.utrgv.edu/is/resources/policies-tabs](http://www.utrgv.edu/is/resources/policies-tabs)

### For Parents

[www.onguardonline.gov](http://www.onguardonline.gov)

## Contact Us

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Visit us on the web:  
[www.utrgv.edu/is](http://www.utrgv.edu/is)

The ISO is grateful for your **feedback**

[www.utrgv.edu/is/en-us/resources/feedback/](http://www.utrgv.edu/is/en-us/resources/feedback/)

The University of Texas  
**Rio Grande**<sup>™</sup>  
**Valley**



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**Information Security Office  
(ISO)**

[is@utrgv.edu](mailto:is@utrgv.edu)

[www.utrgv.edu/is](http://www.utrgv.edu/is)

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