

	Level 1						Level 2	Level 3
Storage	HIPAA/PHI	PCI/Credit Card	SSN	Identifiable human subject research data	FERPA	Other Confidential Data (personnel files, ID numbers, compensation data, etc.)	Internal Data (Internal memos and emails, planning documents, licensed library resources, course data, etc.)	Public Information (Information posted on open websites, etc)
H: Drive	NO	NO	NO	Comply with approved IRB protocol	Yes	Yes	Yes	Yes
Shared Network File Storage (S:, etc.)	NO	NO	Consult with LITS*	Comply with approved IRB protocol	Yes	Consult with LITS*	Yes	Yes
Microsoft 365 OneDrive	NO	NO	NO	Comply with approved IRB protocol	Yes	NO	Yes	Yes
Bryn Mawr College email/calendar	NO	NO	NO	Comply with approved IRB protocol	Yes	Consult with LITS*	Consult with LITS*	Yes
Moodle	NO	NO	NO	Comply with approved IRB protocol	Yes	Consult with LITS*	Consult with LITS*	Yes
Local computer hard drive / desktop	NO	NO	NO	Comply with approved IRB protocol	Yes	Yes	Consult with LITS*	Yes
Mobile device	NO	NO	NO	Comply with approved IRB protocol	NO	NO	Consult with LITS*	Yes
DropBox / Google Drive / non-BMC cloud services	NO	NO	NO	Comply with approved IRB protocol	NO	NO	Consult with LITS*	Yes
Bryn Mawr Web Servers and blogs	NO	NO	NO	Comply with approved IRB protocol	NO	NO	Consult with LITS*	Yes
Social Media	NO	NO	NO	Comply with approved IRB protocol	NO	NO	NO	Use discretion.
Peripheral storage devices (USB drives, etc)	NO	NO	NO	Comply with approved IRB protocol	NO	Consult with LITS*	Consult with LITS*	Yes
Non-BMC email services	NO	NO	NO	Comply with approved IRB protocol	NO	NO	NO	Yes
BIONIC	NO	Consult with LITS*	Yes	Comply with approved IRB protocol	Yes	Yes	Yes	Yes
OnBase	NO	Consult with LITS*	Yes	Comply with approved IRB protocol	Yes	Yes	Yes	Yes
Director's Desk	NO	NO	NO	Comply with approved IRB protocol	Yes	Yes	Yes	Yes

\* Contact the LITS Help Desk to arrange a consultation: [help@brynmawr.edu](mailto:help@brynmawr.edu) or x7440.

NOTE: Educational resources including Securing the Human are available via LITS as orientation to data handling topics, such as working with regulated data.