



Information Technology Services

Support Phone: (201) 360-4310

Support Email: itshelp@hccc.edu

Website: <https://www.hccc.edu/administration/its/index.html>

Twitter: @HCCC_ITS

Securing and Backing Up Hudson County Community College Data

- All Hudson County Community College data, which is a part of your work, **must be** stored in your My Documents folder, and subfolders.
- My Documents and subfolders are backed up by ITS Monday through Friday.
- All files stored in My Documents or shared folders can be restored by ITS.
- ITS can retrieve documents backed up in the last 30 days.
- Personal files such as personal photos, video, and music, may be stored on the local C: drive of your computer, on your personal external hard drive, or USB storage. This data is **not backed up** and **cannot be restored** by ITS in the event of a software or hardware failure.
- Files stored on the Desktop **are not backed up** by ITS.

OneDrive File Storage

- You may use your OneDrive storage folders to store Hudson County Community College Data that does not contain sensitive personal information.
- OneDrive is a part of Office 365, and can be accessed both at your office and via the Internet.
- Each user has 1 TB storage for data in OneDrive.

HCCC Acceptable Use Policy

Refer to the Acceptable Use Policy for any questions about permissible computer and network use.

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