



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 or OneDrive.
- 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 your computer's local C: drive, on your personal external hard drive, or USB storage. This data is **not backed up** and **cannot be restored** by ITS in case of a software or hardware failure.
- ITS **does not back up** files stored on the Desktop.

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 Microsoft 365 and can be accessed both at your office and via the Internet when logged into your HCCC account.
- Each user has 1 TB of storage for data in OneDrive.

Sensitive or Personally Identifiable Information Storage

Personally Identifiable Information (PII) includes, but is not limited to, an individual's first name or first initial and last name linked with:

- Social Security number
- Driver's license number
- State identification card number
- Bank account number, credit or debit card number
- User name with password or security question and answer
- Data elements that together could positively identify an individual

PII in documents may be stored in an **HCCC Shared Drive** (requires VPN access).

HCCC's systems of record (Colleague) may store PII. For other secure document storage options, contact [ITS](#).

HCCC Acceptable Use Policy

Refer to the Acceptable Use Policy for any questions about permissible computer and network use. <https://www.hccc.edu/abouthccc/policies/dept/its/acceptable-use.html>

HCCC Sensitive Data Access

<https://www.hccc.edu/abouthccc/policies/dept/its/data.html>