



# GOODWIN COLLEGE

## POLICY AND PROCEDURE

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<b>TITLE:</b>	Employee Disk Space Quota
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### **POLICY STATEMENT:**

Goodwin College provides each full-time employee with dedicated disk space for their home directory. This dedicated disk space is intended to store current, relevant and appropriate Goodwin College related files and work that is necessary for the role that each employee performs.

Goodwin College IT has the responsibility to maintain and protect the contents via redundancy and backup systems. As such, we need to have reasonable limitations and safeguards in place. This policy describes the allocation of disk space on Goodwin College maintained disk storage areas as well as the allowed content that can be housed on this disk space.

#### Space Quotas:

- Executive Staff – 30GB
- Departmental Directors – 10 GB
- Administrative Staff – 7 GB
- General Faculty & Staff – 5 GB
- General Adjunct – Provided 1GB by request

### **PROCEDURE DETAILS:**

- At no time should any personal files, pictures, music or non-Goodwin College data or files be housed on Goodwin College disks, whether locally or on a network share.
- Sensitive information such as, but not limited to, social security numbers, credit card information and personally identifiable information (PII) should not be kept on any local disk at any time, but may be stored on secured storage if necessary.
- If an employee's home directory reaches 90% capacity, the employee will be notified via email until the limit goes below 90%, or the limit is increased.
- If a Goodwin College employee requires space outside of the procedural guidelines, they should consult with their supervisory chain and have the AVP of the area put in a SchoolDude request to change the quota. This will need to be justified, and it will be reviewed for action by the responsible IT person.
- If data or files are found that do not meet the requirements of the Policy Statement, the responsible party will be contacted for removal. Extreme cases may be handled immediately by the IT department at the direction of the Director of IT.

**PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

**DEFINITIONS:**

N/A

**EXCLUSIONS:**

NA.

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

**HISTORY:** Created December 21, 2016, Reviewed October, 2017

<b>EFFECTIVE DATE:</b>	February 1, 2017
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Director of IT
<b>REVIEW DATE:</b>	January – March, annually.

**APPENDIX:**

N/A