

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 4 - Academic Affairs**

**4-5013 Personal Data Files**

Personal Data Files not relating to the academic or administrative mission of the College must not be stored on College-owned computers or laptops or on the College's Network File Shares.

(1) Definitions

- (a) **Locally Stored Files:** Digital files that are stored locally on a computer (C: drive), laptop or an external hard drive physically attached to the computer or laptop.
- (b) **Network File Shares:** Online storage service provided by the Office of Information Technology (IT). This includes employee individual file shares (U:), division/department file shares (M:), or any other shared drives that are not located in or physically attached to the computer.
- (c) **Personal Data Files:** Any digital representation of documents, music, pictures, videos, etc. that does not pertain directly to the end user employee's job or assist in the facilitation of job duties.
- (d) **Reasonable Effort:** An effort that does not consume a significant amount of IT employee's time or a large amount of network bandwidth.

(2) **Disposition of Personal Data Files:** It is the responsibility of the end user employee to ensure that Personal Data Files are not stored on College-owned computers and Network File Shares. IT will not be responsible for backing-up or transferring Personal Data Files stored on College-owned computers or Network File Shares.

- (a) In the event that Personal Data Files are stored on College-owned computers, laptops or Network File Shares, IT will make a reasonable effort to consult with end user employees to help facilitate the transfer of Personal Data Files to another media source. However, it is the responsibility of the end user employee to transfer the files from College-owned property and networks. IT will not be held liable for loss or corruption of Personal Data Files.
- (b) The end user employee is responsible for providing appropriate media for transfer. This can be in the form of CDs, DVDs, flash drive, or an external hard drive.
- (c) **Alternative storage options:** The use of cloud-based solutions for personal (non-work related) data storage needs is another viable option to consider.

(3) For related Regulations, see NCF Regulations 4-5001 Use and Protection of Information Technology Resources; 4-5002 Information Technology Acceptable Use; 4-5012 Network Storage Use; and 1-1010 Records Retention and Destruction, Including Email and Electronic Documents.

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001 and 3.0075*

*History: Adopted 09-08-12; Revised 02-24-17 (technical amendment)*