

ADMINISTRATIVE PRACTICE LETTER

SUBJECT: Employee Protection of Data

APPENDIX C: Permitted and Restricted Systems for Compliant Data

Table 1: Internally Hosted Services

DATA TYPE	MaineStreet	ImageNow	Data Warehouse	Advance	Blackboard	Local Email	Local Servers
Student Educational Records (FERPA)	✔	✔	✔	✔	✔	✔	✔
Protected Health Information (HIPAA)	✔	✔	✘	✘	✘	✘	⚠ ¹
Banking Information to include student financials (GLBA)	✔	✔	✔	✘	✘	✘	✔
Payment Card Information (PCI)	✘	✘	✘	✘	✘	✘	⚠ ²
Export Control Research (ITAR, EAR)	✘	✘	✘	✘	✘	✘	⚠ ³
Social Security Numbers and Driver's License/ State ID Numbers (Maine Data Act)	✔	✔	✘	✘	✘	✘	⚠ ¹

✔ Permitted ⚠ Not Permitted without Exception or Specific Approval ✘ Not Permitted

Notes:

1. Only on approved servers. Check with the server administrator or Campus IT.
2. Only on approved servers or computers placed on the PCI network in accordance with PCI DSS.
3. Only on approved research systems meeting ITAR and EAR requirements.

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Table 2: Externally Hosted Services

DATA TYPE	UMS Gmail and Calendar	UMS Google Apps (Google Drive)	Additional Google Services (Blogger, Picasa, YouTube, etc.)	Other Cloud Services
Student Educational Records (FERPA)	✔	✔	✘	⚠ ⁴
Protected Health Information (HIPAA)	✘	✘	✘	⚠ ⁴
Banking Information to include student financials (GLBA)	✘	✘	✘	⚠ ⁴
Payment Card Information (PCI)	✘	✘	✘	⚠ ⁴
Export Control Research (ITAR, EAR)	✘	✘	✘	⚠ ⁴
Social Security Numbers and Driver's License/ State ID Numbers (Maine Data Act)	✘	✘	✘	⚠ ⁴

✔ Permitted ⚠ Not Permitted without Exception or Specific Approval ✘ Not Permitted

Notes:
 | 4. Only on systems approved by the UMS CIO for storage of this particular type of data. A list of approved cloud services will be published on-line.

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Table 3: End-user Computing Devices

DATA TYPE	UMS Devices	Encrypted UMS Devices	Non – UMS Devices (e.g. phones/tablet)	Removable Media
Student Educational Records (FERPA)	✔	✔	✔	✔
Protected Health Information (HIPAA)	✘	⚠ ⁵	✘	⚠ ⁶
Banking Information to include student financials (GLBA)	✘	⚠ ⁵	✘	⚠ ⁶
Payment Card Information (PCI)	⚠ ²	⚠ ²	✘	✘
Export Control Research (ITAR, EAR)	✘	⚠ ⁵	✘	✘
Social Security Numbers and Driver’s License/ State ID Numbers (Maine Data Act)	✘	⚠ ⁵	✘	⚠ ⁶

✔ Permitted ⚠ Not Permitted without Exception or Specific Approval ✘ Not Permitted

Notes:

- 2. Only on approved servers or computers placed on the PCI network in accordance with PCI DSS.
- 5. Only when approved by Department Head.
- 6. Only when encrypted and approved by Department Head.