

## New York Tech Data Storage Matrix

Before using an ITS tool to send, store, or share institutional information, review the Data Security and Access Management Policy.

Storage Media	Type	Fac / Staff	Student	Size	Location of Storage	Data Type
<b>Microsoft Outlook</b> An enterprise service that serves as a central hub for email, calendar, contacts and tasks as part of Microsoft Office 365.	Individual or Group	X		50 GB	Cloud	Restricted, Public
	Individual		X	10 GB	Cloud	Restricted, Public
<b>Microsoft One Drive</b> An enterprise service that allows users to store, share and edit files within online Office apps as part of Microsoft Office 365.	Individual	X		100 GB	Cloud	Restricted, Public
	Individual		X	50 GB	Cloud	Restricted, Public
<b>Microsoft Teams</b> An online collaboration space that is part of Office 365.	Group	X		100 GB	Cloud	Restricted, Public
	Group		X	50 GB	Cloud	Restricted, Public
<b>Google Drive</b> A cloud storage and file synchronization service developed by Google.	Individual	X	X	4 GB	Cloud	Public
<b>Personal File Share</b> Network drives only accessible on the New York Tech network and managed by New York Tech ITS.	Individual	X		100 GB	On Prem	Confidential, Restricted, Public
	Individual		X	10 GB	On Prem	Confidential, Restricted, Public
<b>Departmental File Share</b> Network drives only accessible on the New York Tech network and managed by New York Tech ITS.	Group	X		100 GB	On Prem	Confidential, Restricted, Public
<b>Research Array</b> Network drive for research data only accessible on the New York Tech network and managed by New York Tech ITS.	Individual or Group	X	X	Upon request	On Prem	Confidential, Restricted, Public
<b>Local Workstation or Laptop</b> University-owned and personal devices. ITS does not recommend storing any data on a personal device.	Individual	X	X	Varies by device	Local to device	Public
<b>Portable storage device</b> Thumb drives, portable hard drives or any other portable device that is capable of storing files. ITS does not provide portable storage devices.	Individual	X	X	Varies by device	Local to device	Public

[Data Type Definitions - Please refer to Data Classification Matrix for more details](#)

<b>Confidential</b> - when the unauthorized disclosure alteration or destruction of the data could cause a significant level of risk to New York Tech or its affiliates.
<b>Restricted</b> - when the unauthorized disclosure alteration or destruction of the data could cause a moderate level of risk to New York Tech or its affiliates.
<b>Public</b> - when the unauthorized disclosure alteration or destruction of the data could cause little-to-no risk to New York Tech or its affiliates.