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A Description of Routines for Digital Work Formats for Mid Sweden University Staff

This routine is part of Mid Sweden University's information management system for information security.

Purpose

The present routines should make it easier for the end user to choose the right work format for their digital information, depending on the type of information.

Archiving and Sorting out

No information is archived/saved perpetually via the utilized work formats. Documents to be archived are handled within the operating systems and processes to which they belong and are archived electronically, or transmitted digitally or on paper to the university's archive function for archiving according to agreed routines. This does not prevent the handling of copies of archived information that will be archived via the work formats when needed, routines in the established crib sheets also apply to copies of archived information.

Use

There are two crib sheets, one more **general** (page 2) and one for **services in Office 365** (page 3). These indicate different types of information and opportunities for work formats in generalized form. They use "Yes" and "No" and, in exceptional cases, a combination ("Maybe") to show which work formats can be used.

Any questions are sent to Helpdesk, helpdesk@miun.se.

Responsibility and Document Updates

INFRA is responsible for ensuring that the document is updated and that the current version is available on the Information Security page in the Employee Portal.

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A General Crib Sheet for Mid Sweden University's Supported Digital Work Formats

The work formats that Mid Sweden University supports are recommended as the primary choice for University employees.

In some cases, collaboration with external parties requires other work formats for cooperation and archiving documents. It is then important to consider the type of data that is to be used and where it is used. For use of both Dropbox and iCloud as well as Facebook and other external services (cloud or similar), simpler collaborations may be possible as long as it only applies to text without personal data, privacy or security protection and/or information with non-sensitive personal data. It is important to remember, however, that if the work format is not supported by the university, no help can be obtained for troubleshooting.

Please contact Helpdesk if you are unsure of how your information should be managed.

TYPE OF INFORMATION / WORK FORMAT	Text without personal data, that is privacy or security protected. Even non-sensitive personal information.	Information with specific categories of personal data (so-called sensitive personal data) or other data of a private nature.	Information that might be classified.	Information that is classed as security protected (espionage, secrecy according to national security, terrorism) or where high security requirements are required, e.g. agreements.
Work formats (network servers) that are operated by INFRA.	YES	YES	YES	Possibly, after a dialogue with INFRA about the necessary security measures.
Box	YES	YES (but preferably not)	NO	NO
Office 365	Information available in a separate crib sheet.	Information available in a separate crib sheet.	Information available in a separate crib sheet.	Information available in a separate crib sheet.
Google Docs/Google Drive	(Employees at Miun/Red, Students at Miun/Green)	NO	NO	NO

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Crib Sheet for Information Management in Digital Work Formats Found in Office 365 (O365)

In the table below, a simple crib sheet has been developed to show, as a support and an overview, what type of information can be managed in O365 tools and what must be managed in other ways. In addition to this crib sheet, the second table in this routine description applies to more general use of supported digital work formats. The table below is more detailed than the general crib sheet.

TYPE OF INFORMATION / TOOLS	Text without personal data, that is privacy or security protected. Even non-sensitive personal information.	Information with specific categories of personal data (so-called sensitive personal data) or other data of a private nature.	Information that might be Classified.	Information that is classed as security protected (espionage, secrecy according to national security, terrorism) or where high security requirements are required, e.g. agreements.
Microsoft software where documents are deliberately saved on the University's servers. (E.g. H:/)	YES	YES	YES	Possibly after a dialogue with INFRA about the necessary security measures.
Cloud-based tools at Microsoft, e.g. OneDrive.	YES	NO	NO	NO
Transmission by E-mail (Outlook, in the Cloud).	YES	Yes, if the encryption capability in Outlook is used, otherwise no.	NO	NO
Information managed with technical security in addition to the basic level, e.g. encryption.	YES	NO	Possibly, after a dialogue with INFRA about the necessary security measures.	NO