InfoSec-All Users-Shared Teamwork Site Policy

Approved by: J. Clark

History: Implemented – 4/30/13

Related Policies: InfoSec-All Users-Shared Teamwork Site Policy

References:

I. Purpose or Scope
Education Management LLC (EDMC) encourages the proper use, sharing, and distribution of information. This includes restricting access to traditionally “shared” data. For this reason, EDMC offers a secured Shared Teamwork (Sharepoint) Site to store data for each location. The storage of Personally Identifiable Information (PII) on this site is prohibited. Please reference the “InfoSec-All Users-Information Handling Policy”

The Teamwork Site is company property and is intended for business use. The data stored on the Teamwork Site is the property of the organization, not the individual users. The organization may, without prior notice and for any reason, monitor, access, review, copy, delete, disclose, and distribute to any party any data on the Teamwork Site.

II. Policy Provisions

A. Approved Shared Teamwork Site Use

When conducting company business and storing data using the Teamwork Site, employees must use EDMC systems only. This site is provided to store business related files and data only.

B. Prohibited Shared Teamwork Site Use

Use of the Shared Teamwork Site for any of the following purposes is prohibited:

- Using the Shared Teamwork Site contrary to any EDMC Policy, including but not limited to, Solicitation Policy, Insider Trading Policy, Safeguarding Information and Identity Theft Program.
- Storage and Transmission of personally identifiable information.
- Transmission of threats, harassment, slander, defamation, obscene messages, gambling, non-organization commercial activities, fraud, or other illegal activities.
- Intimidation of others or interference with the ability of others to conduct business.
- Using the Teamwork Site in a manner that violates EDMC policy, copyright, or any law or regulation.
C. Teamwork Site limits

The overall storage quota of each Shared Teamwork Site is 15GB.

Quotas may be used to increase the size of each location’s Shared Teamwork Site storage.

D. Teamwork Site retention

Shared Teamwork Site data will be retained and disposed of in accordance with EDMC’s Records Management Program.