Box Secure Folder Request

Box Secure folders provide for enhanced controls and a more auditable Box configuration. The secure folders are used when there is a need to store or collaborate on sensitive data.

This document outlines the folder setup process. When establishing Box Secure folders, the goal is to configure the least permissive settings. The information below will assist with the configuration process and provide guidance for using secure folders.

Section 1: Folder Setup

<table>
<thead>
<tr>
<th>Requestor's Name</th>
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</thead>
<tbody>
<tr>
<td>Requestor's email address</td>
<td></td>
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<tr>
<td>Requestor's phone number</td>
<td></td>
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<tr>
<td>Requesting department or organization name</td>
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<tr>
<td>Note: This name will be used as part of the Box naming convention. Abbreviations may be used.</td>
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<tr>
<td>List Co-Owner(s) of the Box Folder. There can be more than one.</td>
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<td>Note: Only co-owners will be able to send collaborator invites.</td>
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Section 2: Folder Management

Information in this section is intended to guide the setup and daily use of the Box Secure folders.

Folder Organization
Box Secure folders can be used to store sensitive data and to collaborate with authorized users at the University (Note: The “Restrict collaboration to within Clemson University” option will be enabled.) The top level Box folder settings will cascade to subfolders; therefore, if collaboration is restricted on the top-level folder, the rule(s) will be applied to all subfolders.

Collaborator Permissions
The permission level for collaborators is essential to good security. For example, the Box application uses “editor” as the default permission level for a folder. An editor can delete files as well as edit, upload, and download; therefore, the “viewer uploader” (which does not allow deleting of files) or the “previewer uploader” (which does not allow editing, deleting or downloading of files) may be more appropriate.

Security Standards (to be followed):
• The top level Box Secure folder will be titled: 
  
  BoxSecure-Department/Organization Name

  Where the department/organization name is derived from information provided by the requestor.

• Use the principle of least privilege when assigning permissions (i.e. grant a user only the permissions needed to perform job duties).

• Maintain the folder naming convention for subfolders (i.e. BoxSecure-Department name). Since a new collaborator can be added at any level, having a distinct title name will make it clear what data is allowed to be stored.

• Do not change the folder configuration settings or invite others as co-owners of the folder without consulting with the CCIT Security–Box Administrator.
Section 3: Data Classification

The Clemson University Data Classification Standards document defines four risk classifications for data – Critical, High, Moderate, and Low. Using the classification standards document as a guide, describe the data you intend to store in the BoxSecure folder.

Requestor’s Signature ____________________________ Date ____________