



## ***Box Protected Health Information (PHI) Folder Request***

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Box PHI folders provide for enhanced controls and a more auditable Box configuration. The PHI 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 PHI folders, the goal is to configure the least permissive settings. The information below will assist with the configuration and administration process.

### **Section 1: Folder Setup**

Requestor's Name	
Requestor's email address	
Requestor's phone number	
Name of Organization  This will be used as part of the Box naming convention. Abbreviations may be used.	
List Co-Owner(s) of the Box Folder. There can be more than one.  Note: Only co-owners will be able to send collaborator invites.	

### **Section 2: Folder Management**

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

#### **Folder Organization**

Box PHI folders can be used to store health data and collaborate with authorized users. 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. The levels are titled: editor, co-owner, viewer uploader, previewer uploader, viewer, previewer, and uploader. Use the Box permission level matrix to assign the appropriate permissions for each collaborator.

### Security Standards (to be followed):

- The top-level Box PHI folder will be titled:  
***BoxPHI-Organization Name***

The organization or project 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. BoxPHI-Organization name). Since collaborators 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. Security settings enabled for PHI folders include:
  - Only folder owners and co-owners can send collaborator invites;
  - Only collaborators can access the folder via shared links.

## Section 3: Data Classification

The Clemson University Data Classification policy includes four classification categories: Restricted, Confidential, Internal Use, and Public. Using the policy as a guide, describe the data you intend to store in the BoxPHI folder.

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_