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 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 Secure folders.

Folder Organization

Box Secure folders can be used to store sensitive data and to collaborate with authorized users at the University.   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 Secure folder will be titled:

    BoxSecure-Organization Name

    The 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-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 Secure folders include:
  o Restrict collaboration to within Clemson University;
  o Only folder owners and co-owners can send collaborator invites;
  o 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 classification standards document as a guide, describe the data you intend to store in the BoxSecure folder.

Requestor's Signature: _____ Date: _____

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