



Box Secure/PHI Folder Request

Box Secure/PHI folders provide for enhanced controls and a more auditable Box configuration. The folders are used when there is a need to store and collaborate on confidential information.

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

Section 1: Folder Setup

| | |
|---|--|
| Requestor's Name | |
| Requestor's email address | |
| Requestor's phone number | |
| Suggested Folder Name <ul style="list-style-type: none">• Include department, project, or a unique identifier.• This will be used as part of the folder naming convention. | |
| List Co-Owner (collaborator) names and email addresses. They will be automatically invited. | |

Check the box(s) to indicate the type of information to be stored:

Confidential

PHI

Section 2: Folder Management

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

Folder Organization

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. If an individual should have access to a subset of files, create a subfolder and grant privileges at that level.

Collaborator Permissions

The permission level for collaborators is essential to good security. The levels are titled: co-owner, editor, viewer uploader, previewer uploader, viewer, and uploader. Assign the appropriate permissions for each collaborator.

Security Standards

- The top level Box Secure folder will be titled based on the type of data to be stored:
BoxSecure-Unique-Identifier (for confidential information) or
BoxPHI-Unique-Identifier (for protected health information)
- Use the principle of least privilege when assigning permissions (i.e., grant access and privileges based on job duties).
- Maintain the folder naming convention for subfolders. 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.
- Security settings enabled for Secure folders include:
 - Only folder owners and co-owners can send collaborator invites.
 - Only collaborators can access the folder using a shared link.
 - Restrict collaboration to within Clemson University.

Note: External collaborations can be allowed in some instances. If there is a need to collaborate externally, please provide details.

Section 3: Data Description.

The Clemson University Data Classification policy include four classification categories: Restricted, Confidential, Internal Use, and Public.

Provide a brief description of the data to be stored:

Requestor's Signature

Date