

Information Security Quick Reference Collaboration Tools Matrix

Special Notice: Contact the [Information Security Office](#) before posting HIPAA data into any Collaboration Tool



Tool	Low Risk (Green)	Moderate Risk (Amber)	High Risk (Red)	Approved for:
Personal Computer	✓*	✗	✗	N/A
Personal Email (Gmail, Yahoo, etc.)	✓*	✗	✗	N/A
Personal Cloud Services (Google Drive - All tools, Amazon Web Services, VMs etc.)	✓*	✗	✗	N/A
Personal Dropbox	✓*	✗	✗	N/A
UO Managed Computer	✓	✓	✓	FERPA
UOmail	✓	✓	✓**	FERPA
UO Dropbox	✓	✓	✓**	FERPA
UO OneDrive	✓	✓	✓**	FERPA, HIPAA
Qualtrics	✓	✓	✓**	FERPA
UO Azure (Webservers, CDN, etc.)	✓	✓	✓**	FERPA, HIPAA
UO Microsoft Teams	✓	✓	✓**	FERPA, HIPAA**
UO Zoom	✓	✓	✓**	FERPA, HIPAA**
UO SharePoint	✓	✓	✓**	FERPA, HIPAA
UO Network File Share	✓	✓	✓**	FERPA, HIPAA**
USB/CD/External Media	✓	✓	✗**	**
Canvas	✓	✓	✗**	FERPA
UO Provided Adobe Creative Cloud	✓	✓**	✗	FERPA
UO Confluence and Jira	✓	✓	✓**	FERPA

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*If you must use personal devices for university business, follow these [guidelines](#)

Please see the [Data Security Classification](#) Table for examples of Low (Green), Moderate (Amber), and High (Red) Risk data.

** You must contact the [Information Security Office](#) before storing sensitive data in this location