



General instructions on processing and storing information in the Lapland University Consortium				
Procedure	Public Information	Basic Security	High Security	Notes
Storing on the local disk of a personal workstation administered by the LUC ICT Services	Allowed	Allowed with limitations	Encrypted	With limitations: personal data* stored encrypted only. When processing classified information on a workstation, the entire workstation will be encrypted using Bitlocker-software. The user is personally responsible for making backups.
Storing in the personal home directory on a network drive administered by the LUC ICT Services (home folder)	Allowed	Allowed	Encrypted	
Storing on an internally shared network drive administered by the LUC ICT Services	Allowed	Allowed	Encrypted	
Storing on a site reserved for an internal group on the intranet of Lapland UAS or REDU	Allowed	Allowed with limitations	Encrypted, with limitations	With limitations: special care must be taken that user privileges are limited only to those who are allowed to process the information.
Storing on the intranet of the University of Lapland and on the public intranet of Lapland UAS and REDU	Allowed	Allowed with limitations	Not allowed	With limitations: no personal data* and no information that cannot be shared by the entire organisation.
Storing on the extranet of Lapland UAS in the eDuuni services provided by CSC	Allowed	Allowed with limitations	Not allowed	With limitations: special care must be taken that user privileges are limited only to those who are allowed to process the information.
Storing in e-learning systems (Optima, Moodle, iLinc, etc.)	Allowed	Allowed with limitations	Not allowed	With limitations: personal data* stored encrypted only. User privileges must be limited to those who are allowed to process the information.
Using web conferencing systems (e.g. Skype for Business)	Allowed	Allowed with limitations	Not allowed	With limitations: personal data* is allowed to present in web conferencing system but it is not allowed to send the unencrypted data as an attachment or to link the network location of the data.
Storing on an external storage device such as a flash drive or an external hard drive	Allowed	Allowed with limitations	Encrypted	With limitations: personal data* stored encrypted only. Encrypted: an external hard drive or flash drive with advanced encryption to be used.
Storing at the workplace e.g. in paper format or on an external hard drive or flash drive	Allowed	In a locked cabinet	In a safe	Not to be left exposed when leaving the room.
Storing in an external contracted cloud computing service (OneDrive for Business, Cafe, etc.)	Allowed	Allowed with limitations	Not allowed	With limitations: special care must be taken that user privileges are limited only to those who are allowed to process the information. The user is personally responsible for making backups.
Storing in a public cloud computing service (Dropbox, GoogleDrive, OneDrive, etc.)	Allowed	Encrypted	Not allowed	With limitations: special care must be taken that user privileges are limited only to those who are allowed to process the information. The user is personally responsible for making backups.
Storing to the LUC2020 workspace in the eDuuni services provided by CSC	Allowed	Not allowed	Not allowed	The workspace is public to all the employees in the Lapland University Consortium
Storing to the limited workspace in the eDuuni services provided by CSC	Allowed	Allowed with limitations	Not allowed	With limitations: special care must be taken that user privileges are limited only to those who are allowed to process the information.

Sending information via e-mail				
Procedure	Public information	Basic security	High security	Notes
E-mailing information inside LUC	Allowed	Allowed with limitations	Encrypted	With limitations: special care must be taken that "Basic security" level data will be not sent unencrypted outside LUC
E-mailing information outside LUC	Allowed	Allowed with limitations	Encrypted	Basic security: Emailed as an attachment with 7zip encryption and sending the password to the recipient as a text message. E-mail encryption can also be used, if available.

Storing on mobile devices, printing				
Procedure	Public information	Basic security	High security	Notes
Data storage on a mobile phone or a mobile device	Allowed	Encrypted, with limitations	Not allowed	With limitations: the device must be encrypted and user must use a PIN code and a locking code (number or password) to lock the phone. The user is personally responsible for making backups.
Printing	Allowed	Allowed with limitations	Allowed with limitations	With limitations: secure printing or a personal printer must be used.

Other instructions				
Procedure	Public information	Basic security	High security	Notes
Remote access to information using a personal workstation administered by the LUC ICT Services	Allowed	Allowed	Allowed	Note! DirectAccess or VPN remote access allowed.
Access to information using a collective computer on the LUC internal network (e.g. library computer)	Allowed	Allowed with limitations	Not allowed	With limitations: no personal data*. The user must make sure that no information is left in the computer's memory clearing the browser's cache and restarting the workstation.
Access to information using a computer that is not administered by the LUC ICT Services (a computer at home, in a hotel, etc.)	Allowed	Allowed with limitations	Not allowed	With limitations: it is allowed to use the personal workstation to process the "Basic security" level information if user has not the workstation administered by the LUC ICT Services (e.g. postgraduate students). User must ensure that the workstation has security updates, malware protection, and firewall protection. The Windows workstation must also be encrypted with Bitlocker encryption. Data files including personal* data must be stored on an external encrypted storage medium, USB stick or hard drive.

* Personal data refers to the following: social security number, private information related to an employment relationship, and private information related to studying and studies