

## Data classification and processing instructions

The data shall be stored in the information systems defined as the storage locations for the data concerned. The general principles are described here particularly from the perspective of data security.

### Material storage and processing: data systems

Action	Public material	Internal / restricted data	Confidential data	Data to be kept secret	Scoping
Asio short course ("Complete")	allowed	allowed	allowed	allowed	
HAMK CRM	allowed	allowed	not allowed	not allowed	
Dynasty	allowed	allowed	allowed	allowed	
eDuuni	allowed	allowed	allowed with restrictions	not allowed	Tools shall be agreed on separately in corporate cooperation.
HAMK Moodle	allowed	allowed	allowed	allowed with restrictions	Verbal assessments and test attempts may be saved in Moodle.
Intra	allowed	allowed	not allowed	not allowed	
Public websites	allowed	not allowed	not allowed	not allowed	
Kaltura	allowed	allowed	not allowed	not allowed	
O365 OneDrive for Business	allowed	allowed	allowed with restrictions	not allowed	The sharing of confidential data is not done by means of a link. Instead, personal sharing is used. Please note that OneDrive will be emptied when the employment relationship ends. Teams or SharePoint workspace is recommended for collaborative use.
O365 Teams, SharePoint workspaces, etc.	allowed	allowed	allowed	not allowed	
Peppi, Pakki, Basic Register	allowed	allowed	allowed	allowed	
Reportronic	allowed	allowed	allowed with restrictions	not allowed	Time targeting information may be saved.
ServiceDesk	allowed	allowed	allowed	not allowed	
Yammer	allowed	allowed	not allowed	not allowed	
YouTube	allowed	allowed with restrictions	not allowed	not allowed	The insufficient nature of URL protection (hiding) must be identified.
Remote access to materials with VDI.	allowed	allowed	allowed	allowed	

### Material storage and processing: files

Action	Public material	Internal / restricted data	Confidential data	Data to be kept secret	Scoping
Storage on the local hard drive of the machine managed by HAMK's IT administration	allowed	allowed	allowed with restrictions	not allowed	Allowed in an encrypted form. The user shall personally ensure backup
Handling of material on a computer or mobile device which is not managed by HAMK (e.g. personal home computer)	allowed	not allowed	not allowed	not allowed	The user shall personally ensure backup
Handling of material on a public computer (e.g. hotel or online café computer)	allowed with restrictions	not allowed	not allowed	not allowed	View only when no login is required.
To Home directory (P Drive)	allowed	allowed	allowed with restrictions	allowed with restrictions	Personal data are primarily stored in the information systems. S:\ teams folders I recommended from the point of view of collaborative use
Protected S:\teams folders	allowed	allowed	allowed with restrictions	allowed with restrictions	Personal data are primarily stored in the information systems.
Shared network disks (except S:\ teams)	allowed	allowed	not allowed	not allowed	
Saving to HAMK phone or tablet (security code enabled)	allowed	allowed	not allowed	not allowed	The user shall personally ensure backup
Flash drive, CD/DVD/Bluray, external hard drive	allowed	allowed	allowed with restrictions	allowed with restrictions	The encryption of data must be insured. Store carefully. The user shall personally ensure backup

### Material storage and processing: public cloud services

Action	Public material	Internal / restricted data	Confidential data	Data to be kept secret	Scoping
Public cloud services (e.g. Google Drive, Trello, Asana, Padlet) with HAMK ID	allowed	allowed with restrictions	not allowed	not allowed	A specific topic (e.g. project) or various workshops.
Public cloud services (e.g. Google Drive, Trello, Asana, Padlet) with a personal ID	allowed	not allowed	not allowed	not allowed	

### Submitting material

Action	Public material	Internal / restricted data	Confidential data	Data to be kept secret	Scoping
HAMK email (encryption off)	allowed	allowed	not allowed	not allowed	
HAMK email (encryption on)	allowed	allowed	allowed	allowed	
Turvaposti.fi	allowed with restrictions	allowed with restrictions	allowed with restrictions	allowed with restrictions	Requires a separate paid license.
Funet filesender	allowed	allowed	allowed with restrictions	allowed with restrictions	Crypted
Post, internal post	allowed	allowed	allowed with restrictions	allowed with restrictions	In a closed envelope

### Survey tools

Action	Public material	Internal / restricted data	Confidential data	Data to be kept secret	Scoping
O365 Forms	allowed	allowed	allowed with restrictions	not allowed	It shall be ensured that the materials are processed appropriately
Webropol	allowed	allowed	allowed with restrictions	allowed with restrictions	It shall be ensured that the materials are processed appropriately. Do not include answer link to notification emails

### Divulging or displaying the material to others

Action	Public material	Internal / restricted data	Confidential data	Data to be kept secret	Scoping
Telephone	allowed	allowed with restrictions	allowed with restrictions	allowed with restrictions	The identity of the counterparty must be insured; bystanders must not be within hearing distance
Remote meetings: Skype for Business, Zoom or Teams	allowed	allowed with restrictions	allowed with restrictions	allowed with restrictions	The identity of the counterparty must be insured (for example camera or using the system logged in with HAMK logins); bystanders must not be within hearing or viewing distance; recordings and screenshots shall be taken into account.

**Printing materials and destroying papers**

Action	Public material	Internal / re-stricted data	Confidential data	Data to be kept secret	Scoping
Printing materials	allowed	allowed with re-strictions	allowed with re-strictions	allowed with re-strictions	Secure printing shall be used
Destroying material, normal bin	allowed with re-strictions	not allowed	not allowed	not allowed	Content containing personal information shall not be placed in a normal bin
Destroying material, locked data security bin	allowed	allowed	allowed	allowed	