

Safe and Secure Use of OneDrive for Business

- Only store non-sensitive data when using OneDrive for Business
 - **NO** PII data, HIPAA, Tax ID or personal data is to be stored
- Sharing of documents inside the organization is permitted
 - Sharing of sensitive data outside the organization is **NOT** permitted
- Sync for your OneDrive for business site should be on state PC's only
 - Do **NOT** Sync to personal devices
- Do **NOT** place documents in a “*shared with everyone*” folder as it will allow for all state employees to see your content
- OneDrive for business is like any SharePoint site, if you accidentally delete data, it can be found in the recycling bin folder for that site under site settings