

WE GET DATA STORAGE.

For policies you can implement today, you need Google Workspace for Education and IT Orchestration by CDW·G.

Storage Sample Policies

Data storage is an essential part of research and innovation. Institutions of higher education require the digital tools and capacity to retain files and information and retrieve them when necessary. Google Workspace for Education offers a baseline pool of storage for each edition, but while faculty, staff and students actively utilize the space, many leadership teams are still having internal conversations about storage procedures and practices related to type of data, location of data, retention timeline, retrieval mechanics, budget, delegated access and more. For institutions that lack the framework and direction for data storage, CDW Education wants to provide these sample policies to guide them in developing their own systems.

Sample Policy 1: Data Retention

Purpose of Policy

This policy defines how long data (documents, records, graphics and other electronic files) in a Google Workspace for Education domain will be retained*, as well as how data created by a user is handled when they depart.

Data Ownership and Retention

The ownership and retention of data stored in (Name of College/University) Google Workspace for Education domain is subject to the following policies:

- Research Data Retention and Access Policy
- Acceptable Use of University Information Policy
- Records Management Policy
- Cloud Computing Policy
- Information Systems and Security Policy

Data Migration from Deactivated User Accounts

When a user discontinues their relationship with (Name of College/University) (i.e., when an employee leaves or a student graduates), their login credentials for all domain resources are disabled. They will no longer be able to log in to the Google Workspace for Education domain or access the data stored there. Occasionally, a need will dictate that the data owned by the departed user be transferred to another user remaining in the system. A Google Admin can transfer data from one account to another on the authority of an immediate supervisor. The request to transfer data should be submitted via email to (Specified Email Address) and may be subject to verification by technical personnel prior to transfer.

Google Workspace
for Education



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Data Migration from Suspended User Accounts

Google Workspace for Education accounts may be suspended due to inactivity or security concerns. Data associated with a suspended account remains available to all other accounts that it was previously shared with. After six months of inactivity, the owner of the account is deleted from it.

Recovering Deleted Data

There may be cases in which shared data deleted by the owner must be recovered for other domain users with whom the data was initially shared. An effort will be made to obtain the owner's permission before restoring and resharing the deleted data. If the owner is not available to provide approval, the request may be authorized by a supervisor or department head.

**External tools that are linked from within a Google Workspace for Education domain may have their own retention policies. Therefore, the ability to access that data may fall beyond the scope of this policy.*

Sample Policy 2: Acceptable Use

Purpose of Policy

This policy describes (Name of College/University)'s acceptable use of Google Workspace for Education. By using Google Workspace for Education, you agree to comply with this Acceptable Use Policy as well as [Google's Acceptable Use Policy](#).

Acceptable Use of Google Workspace for Education

As a user of Google Workspace for Education, you agree to abide by this Acceptable Use of University Information Resources Policy. In addition, you assert that:

- Your use of Google Workspace for Education will be in accordance with [Google's Terms of Service Agreement](#).
- All public-facing websites created with Google Sites and all documents that are made available on the internet must abide by (Name of College/University)'s web standards and all branding and graphic rules.

Responsibility for Content

The usage of Google Workspace for Education is subject to the restrictions specified in (Link to the Institution's Intellectual Policy). Additionally, users are required to comply with all (Name of College/University)'s Copyright Guidelines (Insert Link to Policy).

To receive additional guidance on developing data storage policies and managing available storage in your institution of higher education's Google Workspace for Education domain, [connect with our Higher Education Consultant](#) and learn more about all the ways CDW Education can help.