

# Collaboration Tools: Data Security, Privacy, and Ownership



University business conducted using University tools is in compliance with University regulations and policy, and is protected by contractual and other security measures not available to consumer tools.

Tool	Level 1 Data	Level 2 Data	Level 3 Data	Level 4 Data	Level 5 Data
Consumer email (Gmail, Yahoo, etc)	✓				
Consumer Google Drive – all tools	✓	*			
Consumer Dropbox, Evernote	✓	*			
Harvard email	✓	✓			
Harvard Google Docs/Drive (g.harvard)	✓	✓	✓		
Office 365 OneDrive	✓	✓	✓		
Network File Share	✓	✓	✓	✓ **	
Office 365 SharePoint	✓	✓	✓	✓ **	

\*Consumer versions are not recommended for University business

\*\* L4 with special controls setup

*For examples of Level 1-5 data, visit <http://security.harvard.edu/dct>*