FAQ: Lehigh Dropbox for Business

LTS contracts with Dropbox on a per-user, opt-in-fee basis to provide that vendor's commercial product to Lehigh users in need of especially robust cloud-based file-sharing.

• What is "Lehigh University Dropbox for Business" (LU-DFB)?
• How do I request an LU-DFB account?
• How is LU-DFB different from regular "consumer" Dropbox?
• What policies govern storage and security of Lehigh University Data?
• How much does an LU-DFB account cost?
• How much data can an LU-DFB account hold?
• Can my department use a shared group account instead of multiple individual accounts?
• What types of data are not permissible to store on LU-DFB?
• Once Approved, How Do I Access LU-DFB?

What is "Lehigh University Dropbox for Business" (LU-DFB)?

LU-DFB is a cloud-based file storage and sharing service that provides Lehigh University faculty and staff with powerful tools to store, manage, and share data.

How do I request an LU-DFB account?

In accordance with Controller's Office policy, you must send an e-mail to the LTS Business Office at inasg@lehigh.edu and state "Please create a LU Dropbox account for xyz123@lehigh.edu (your email address) and bill account XXXXXX (your account number) at the $100 annual rate. I am the Financial Manager and/or Authorized Signer for this account."

How is LU-DFB different from regular "consumer" Dropbox?

The consumer version of Dropbox is meant for personal files such as family photos, personal documents, and other non-Lehigh data. LU-DFB is designed for university-owned data since, unlike consumer Dropbox, it meets applicable university data storage requirements and security policy.

What policies govern storage and security of Lehigh University Data?

Data created by Lehigh University employees and/or used in the course of performing work on behalf of Lehigh must: (a) be retrievable by the institution, (b) be encrypted both in-transit and at-rest, and (c) stored with a provider that conforms to all relevant federal, state, and local laws. See the Lehigh University Cloud Computing Policy for more information.

How much does an LU-DFB account cost?

The cost is $100 per user, per year and is subject to annual price adjustments.

How much data can an LU-DFB account hold?

LU-DFB offers unlimited data storage. You can store as much data as you want, provided the data is not regarded as "Critical Data" restricted by the Lehigh University Data Classification Scheme.

Can my department use a shared group account instead of multiple individual accounts?

No. Access to LU-DFB will only be provisioned to individual users in order to comply with data management, auditing, and security policies. For example, Lehigh must have the ability to remotely delete data from lost or stolen devices.

What types of data are not permissible to store on LU-DFB?

Lehigh University does not permit the storage of information legally classified as "breach notifiable" and where Lehigh University is required to report to the government and/or provide notice to the individual if the information is inappropriately accessed anywhere. Data that meets this level of critically includes but is not limited to:

• Social Security Numbers
• Credit Card Numbers
• Driver license number or state identification card number issued in lieu of a driver license
• Passport ID Numbers and other forms of Official Government Issued Identification
• Health Care Information, including Protected Health Information (PHI)
• Data subject to International Traffic in Arms Regulations (ITAR)
• Data subject to export-control laws

Once Approved, How Do I Access LU-DFB?
Follow these instructions.

There are no related labels.