University of Tennessee Institute of Agriculture: UTIA IT0301P – Google Drive Procedures	
Version: 2.0	Effective Date: June 16, 2017

Objective:
These procedures have been created for the purpose of maintaining a consistent and secure way of sharing files with employees of the University of Tennessee Institute of Agriculture (UTIA or Institute), as well as those employees who work with the Institute but are not employed by the Institute.

Scope:
These procedures apply to all students, faculty, and staff of the Institute, in addition to any persons outside the Institute who have a legitimate and approved business need to share Institute data.

The sharing of such data is permitted only through the UTK Google Apps for Education (UT Google Drive). Personal Google Drive accounts using Google docs do not have the same protections as the business version and cannot be guaranteed as secure. Therefore, the use of a personal Google account for sharing Institute data is strictly prohibited. In addition, data shared via UT Google Drive is encrypted in transit and at rest, and is certified for storing sensitive data, up to and including HIPAA (Health Insurance Portability and Accountability Act of 1996) data.

Procedures:
If you use a personal Google account for your personal email on an Institute IT asset, use a different browser for UT Google Drive to avoid account and permission conflicts.
1. Log in to your UT Google account and upload the file you wish to share.
2. Right-click on the file and select the share option from the menu.
3. Enter the email address of the person(s) with whom you wish to share the file.
4. A popup window will show anyone who already has access to the file and the current permission of the file on the web. In the dropdown to the right, you can change permission to "Can edit," "Can comment," or "Can view."
5. Click "Send" and an email will be sent to the person with whom you are sharing the file.
6. That person will get an email with a notification link to the shared file.
   - If the person is not a UT employee or does not have a Gmail account, that person will need to create a Google account that will be tied to their own email account.
   - Direct this person to https://accounts.google.com/signupwithoutgmail for a free account.
7. To remove access to a file, right-click the file and choose "Share," then click on the person you want to remove. Click the "x" to remove and save your changes.

Creating a team drive may be helpful if you are often sharing with the same group of people.
1. Right-click "Team Drives" and choose to create a new team drive.
2. Name the drive and click "Create."
3. Add members, using email addresses.
4. Choose "Full access," "Edit access," "Comment access,", or "View access."
   - Full access is the default, but this means any person with full access can upload, edit, and delete all files, as well as manage all members.
   - You will need to change from the default access!
5. You can right-click on the team name and choose to manage members. Here you can change the access at any time, including adding and removing members.

Keep files as private as possible and share only the permission a person needs to be able to do his/her job. Once you have shared any file, remove the person and/or the file as soon as possible. If you are sharing a file with a person who has terminated from the Institute, or no longer has an association with the Institute or a legitimate need to access that Institute data, immediately remove that person from any team or file you have been sharing.

References:
UTIA Glossary of Information Technology Terms
OIT Knowledge Base Article: Sharing Files Using Google Drive

For more information, contact Sandy Lindsey, UTIA CISO, at (865) 974-7292, or email sandy@tennessee.edu.

Approval of Procedures

We approve UTIA IT0301P – *Google Drive Procedures* as described in this document.
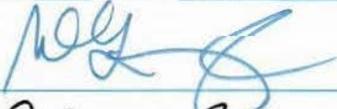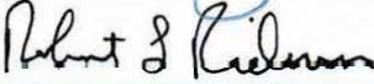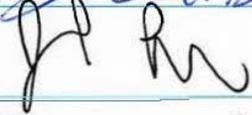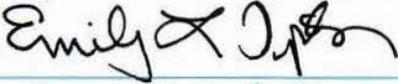
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