



Policy Name:	Personal Data and Campus Computer
Effective Date:	April 13, 2016
Last Revision Date:	December 3 rd , 2021
Last Review Date:	December 14 th , 2021
Approving Authority:	Northwest Leadership Team
Responsible Office:	Information Technology
Category:	Information Technology

Purpose

The purpose of this Policy is to inform members of the University community that the University is not responsible for personal information and/or data stored on University owned electronic devices.

Policy

The University's Information Systems Electronic Campus Support Center (ECSC) and Northwest Missouri State University are not responsible for supporting or backing up (copying) personal files on non- University or University-provided computers.

The user is solely responsible for backing up (copying) personal files to an alternative storage device even when a University-provided computer is being used. Personal files include, but are not limited to, spreadsheets, word processing documents, music files, and images.

Alternative storage devices (other than the network storage folder provided by Northwest's Information Technology) are not provided by Northwest or ECSC. The user is solely responsible for purchasing such devices with personal funds. Such devices include, but are not limited to, USB Flash drive or external hard drive. Students and Employees also have OneDrive (personal file storage) available to them and which they can access through their Northwest email account.

Since Northwest owns the University-provided computer (and any other Northwest-issued mobile computing device) and its software, Information Technology reserves the right to format and reload the hard drive (with standardized university software) without the user's permission once it is returned for any reason to the ECSC.

All users are encouraged by Information Technology to back-up their important personal files on a weekly basis to prevent loss of data in case of hardware or software failure.

If you have questions about university provided notebook computers, see the Campus Notebooks webpage at: <https://www.nwmissouri.edu/compserv/Laptops/index.htm> or you can contact the Information Technology Help Desk at 660-562-1634.