



IPP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES INTERNAL POLICY AND PROCEDURE

NUMBER : COD-IT - 008
TITLE : College of Dentistry – Shared Folder
ORIGINATING DEPT : College of Dentistry – Information Technology
ORIGINAL DATE : 25 July 2019

1. PURPOSE

The purpose of this policy is to provide centralized network file storage, sharing and backup services to individuals, groups and departments within College of Dentistry and establish the guidelines and procedure on the COD network shared folders access.

The guidelines and procedures are designed to ensure appropriate use of shared network folder and confidentiality of information to be available for authorized personal.

2. APPLICABILITY

This policy applies to all COD staff, faculty and students who has an access to the network shared folder.

3. DEFINITIONS

Shared Folder A shared folder is a directory or folder that is made accessible to multiple users on the KSAU-HS network. It is a secure and convenient way to share and collaborate on documents and other files within a program or a department. Files stored on the server are easily backed up.

Importance Provide a secure and reliable environment. An effective way of sharing files and data. Easy access to the shared folder from another computer.

Read/Write It's a permission which allow user to add, remove and modify files / folders within a specific shared folder(s).

Read Only	It's a permission which allow user to view, open and copy files / folders within a specific shared folder(s). Files / folders within a read-only shared folder cannot be modified or delete
KSAU-HS	King Saud Bin Abdulaziz University for Health Sciences
COD	College of Dentistry
COD- IT	COD - Information Technology
USER	Faculty, Students and Staff.

4. POLICY

- 4.1 Shared folder is available only within KSAU-HS network.
- 4.2 Confidentiality and safety of data which stored in the concerned department shared folder is the responsibility of same concerned department.
- 4.3 All departments are granted a shared folder with one terabyte (1TB) storage space by default and extra space can be requested. Storage space will be increased based on COD-IT server capacity.
- 4.4 Storing of personal files is prohibited and only College of Dentistry related data and files can be stored on Shared Folder.
- 4.5 COD-IT department is responsible to validate the shared folder storage status and suggest alternatives such as archive, reorganization or removal of unused files before increasing the space.
- 4.6 Requester department is required to define the access level of authorized personal that will be granted accordingly either read only or read and write privilege.
- 4.7 All users must use their KSAU-HS username and password to access shared folder. They are responsible for maintaining the security of usernames and passwords.
- 4.8 It is prohibited to share KSAU-HS account details to another user.
- 4.9 Any complaints related to security breach, unauthorized access and missing files should be directed to COD-IT Manager.


5 PRODECURES

- 5.1 To get an access on shared folder all requesters are required to fill the Service Request form dully filled and approved by the department head and IT manager, submit to COD-IT department given in **APPENDIX - A**.
- 5.2 To increase storage space, a service request form is required to be filled and approved by Department Head and COD-IT Manager given in **APPENDIX A**.
- 5.3 Storing large files (like videos, ISO images, and exe files) are not recommended, if needed to be shared, a deletion of files must be done after completion.
- 5.4 Shared folder procedures are under KSAU-HS security procedure.

APPROVED

APPENDIX – A

Download link: <https://cod.ksau-hs.edu.sa/e-forms/>

<p>KING SAUD bin ABDULAZIZ UNIVERSITY for HEALTH SCIENCES College of Dentistry</p>		<p>جامعة الملك سعود بن عبد العزيز للعلوم الصحية كلية طب الأسنان</p>	
<p>REQUEST FORM FOR SERVICES College of Dentistry - Information Technology</p>			
<p>Admin Asssts. ☎ 4299999 x 95772 Fax ☎ 8011111 x 14010 Mail Code ☎ 1243 E-mail ✉ cod-help@ksau-hs.edu.sa P.O. Box 📮 22490, Riyadh 11426</p>			
EMPLOYEE INFORMATION			
REQUESTED BY:	BADGE NO.:		
POSITION / JOB TITLE:	DATE:		
DEPARTMENT:	TEL. NO:		
DESCRIPTION OF SERVICE(S)	JUSTIFICATION	DATE NEEDED	
REQUESTOR NAME: _____	SIGNATURE: _____		
DEPARTMENT LEVEL APPROVAL (IMMEDIATE SUPERVISOR)			
_____ NAME & SIGNATURE	_____ POSITION / JOB TITLE	_____ BADGE NO.	_____ DATE
FOR COD - INFORMATION TECHNOLOGY USE ONLY			
COD - IT SERVICES APPROVAL			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			
COMMENTS:			
ENGR. AMIN AL AWAD _____ NAME & SIGNATURE	IT MANAGER _____ POSITION / JOB TITLE	18372 _____ BADGE NO.	_____ DATE
REQUEST STATUS			
COMPLETED BY: _____	SIGNATURE: _____	BN: _____	DATE: _____
COMMENTS:			