



SharePoint Secure Request Form

SharePoint Secure folders are used when there is a need to store or collaborate with Confidential or Restricted data including PII, FERPA, and HIPAA.

By default, these folders will restrict sharing to specific Clemson members requested by the data owner. External sharing may be approved on a case by case basis. All user permissions will be managed by the Office of Information Security and Privacy.

Section 1: Folder Setup

Requestor's Name :	
Requestor's Email Address:	
Requestor's Phone Number:	
Name of Organization: <i>Note: This will be used as part of the naming convention. Abbreviations may be used.</i>	
List Co-Owner(s) of the SecurePoint site: <i>Note: Only owners/co-owners will be able to request user invites.</i>	

Section 2: Folder Management

Information in this section is intended to guide the setup and daily use of the SharePoint Secure sites.

Folder Organization

SharePoint Secure folders can be used to store sensitive data and to collaborate with authorized users at Clemson University and approved third party users. The top-level folder settings will cascade to subfolders; therefore, if a permission is granted at the top level users will be able to access all subfolders.

Managing the permission level for users is essential to good security. Available permission levels are listed below. Identify any users you would like added with these permissions.

Edit - Can add, edit and delete folders; can view, add, update and delete documents.	
Contribute - Can view, add, update, and delete documents.	
Read - Can view and download documents.	
Restricted View - Documents can be viewed in the browser but not downloaded.	

- The top-level SecurePoint folder will be titled:
SharePoint-Secure-Organization Name
The organization name is derived from information provided by the requester.
- Use the **Principle of Least Privilege** when assigning permissions.
(i.e. grant a user only the permissions needed to perform job duties)
- Maintain the folder naming convention for subfolders (i.e. SharePoint-Secure-Organization name). Since users can be added at any level, having a distinct title name will make it clear what data is allowed to be stored.

The [Clemson University Data Classification Policy](#) includes four classification categories: Restricted, Confidential, Internal Use, and Public. Using the classification standards document as a guide, describe the data you intend to store in the SecurePoint folder.

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Requestor's Signature: _____ Date: _____