Data Handling Guidelines for Microsoft Office 365 at UL Lafayette

For Information Assurance (IA) Consultation, please contact the [IT Security](#) Office

You are responsible for ensuring that your use of this service complies with laws, regulations, and policies where applicable. See **Compliance** below for details.

Permitted

- [Student Education Records (FERPA)](#)

Not Permitted

- [Attorney - Client Privileged Information](#)
- [Controlled Unclassified Information (CUI)](#)
- [Credit Card or Payment Card Industry (PCI) Information](#)
- [Export Controlled Research (ITAR, EAR)](#)
- [Federal Information Security Management Act (FISMA) Data](#)
- [IT Security Information](#)
- [Other Sensitive Institutional Data](#)
- [Personally Identifiable Information (PII)](#)
- [Protected Health Information (HIPAA)](#)
- [Sensitive Identifiable Human Subject Research](#)
- [Social Security Numbers](#)
- [Passport Identification Numbers](#)
- [Banking Account and Routing Numbers](#)
- [Student Loan Application Information (GLBA)](#)

Service Description

[Microsoft Office 365 at UL Lafayette](#) is a cloud computing service that provides a selection of collaboration tools to UL Lafayette users. Microsoft Office 365 at UL Lafayette is available to the academic research campuses for current faculty, staff, students, sponsored affiliates with regular (not temporary) ULID, and emeritus faculty with actively sponsored ULID. Alumni and retirees are not included in the university's licensing terms with Microsoft.

Compliance

Microsoft Office 365 at UL Lafayette may not be used with sensitive university data, with the exception of [Student Education Records (regulated by FERPA)](#). Careful use of this data, in accordance with university policies and FERPA regulations, allows Microsoft Office 365 at UL Lafayette to be used by the students in, and instructors for, a class.

While Microsoft Office 365 at UL Lafayette is secure, it does not comply with some specific regulatory and UL Lafayette policy requirements for many types of sensitive regulated data. Find more specifics about UL Lafayette's approach to the cloud and data security in [Safely Use Sensitive Data in the Cloud](#).

University experts and stakeholders will continue to review Microsoft Office 365 at UL Lafayette to determine whether it might be permitted for use with additional sensitive data types at a later time.

[Link to UL Lafayette IT Security Program](#)