

Privacy & Security Updates

November 2018

Approved online storage with Office 365 – OneDrive

Microsoft Office 365 (O365) comes with many new tools, including OneDrive. Caregivers who have O365, have the ability to store and share information using an application called OneDrive that stores data in the Cloud. Below are some reminders about the use of online storage and compliance with regulatory requirements and Providence St. Joseph Health's (PSJH) policies.



- OneDrive access is still blocked for caregivers who have not been transitioned to O365. PSJH policy and HIPAA prohibit the use of online storage sites unless specifically approved for use. Access to unapproved online storage sites is still restricted for O365 users.
- When inviting internal and external contacts to collaborate or share data, remember to adhere to the following PSJH policies:
 - Only share with persons using their professional email accounts, never invite someone via their personal email (this includes your own personal email).
 - Minimum necessary – use the minimum amount of confidential and/or Protected Health Information (PHI) to achieve the needed use. Any disclosure of or access to PHI that exceeds the minimum necessary information to conduct your assigned work, even accidental access, is a policy violation and a regulatory violation under certain circumstances. If you have questions about whether data is considered PHI, please see the [18 Identifiers](#) as defined by HIPAA.
 - Routinely review the list of persons invited to a shared folder (at a minimum annually), and remove any persons who no longer need access to the data, or names that you do not recognize.
- Other PSJH policies that apply even when using an approved online storage site include:
 - Use of unauthorized personal devices to access information
 - Printing PSJH confidential data offsite
 - Not adhering to data destruction and safe handling requirements

OneDrive is an approved online storage solution for users of O365. But, just because it is approved, that doesn't mean you don't need to take some basic steps to help safeguard our data.

Have more questions on information security? Contact Risk and Integrity Services, Information Security Services at informationsecurity@providence.org, visit our team page [Information Security](#), and join in the discussion on Yammer – Information Security.

Have questions or need more information?

Contact your region's [information security officer](#) or [compliance director](#).