

OWN YOUR PRIVACY:

Google Drive (bDrive)

Best Practices

Use “Shared Drives” for teamwork and use “My Drive” for personal files

When possible, only share with specific people or groups.

Limit access to the level appropriate for the document (Viewer, Commenter, Editor)

Who owns files and folders?

What are the access levels for sharing?

Who can access files that are shared with a link?

My Drive

The individual who created the file or folder.

Viewer: People can view but can't change or share the file with others.

Commenter: People can make comments and suggestions but can't change or share the file with others.

Editor: People can make changes, accept or reject suggestions, and share the file with others.

vs.

Shared Drive

The team or department.

Viewer: People can view but can't change or share the file with others.

Commenter: People can make comments and suggestions but can't change or share the file with others.

Contributor: People can make changes, accept or reject suggestions, and share the file with others. Contributors can also add files and move files within the drive.

Content manager: In addition to adding and editing files, people can move files out of a shared drive or delete files

Restricted

Only people you share the file with will be able to use it.

UC Berkeley

Anyone in the UC Berkeley organization with the link can access.

Anyone with the link

Anyone who has the link can use your file, without signing in to their Google Account.