# My Personal Workspace

## Migration

GCdocs allows for the migration of your personal documents and e-mails to your **Personal Workspace**. Once your content has been migrated to GCdocs, you will always have access to your personal records when needed.

These video tutorials and presentations will show you the various methods for saving your items.

## Saving Documents

* [Save directly to a folder](http://www.gcpedia.gc.ca/wiki/Information_management_at_Fisheries_and_Oceans_Canada_(DFO)/Information_management_initiatives/GCDocs/Guide" \l "saving)
* [Save using Drag and Drop](http://www.gcpedia.gc.ca/wiki/Information_management_at_Fisheries_and_Oceans_Canada_(DFO)/Information_management_initiatives/GCDocs/Guide" \l "saving)
* [Add a version to an existing GCdocs document](http://www.gcpedia.gc.ca/wiki/Information_management_at_Fisheries_and_Oceans_Canada_(DFO)/Information_management_initiatives/GCDocs/Guide" \l "saving)

## Saving E-mails

* [Send and Save directly from Outlook](http://www.gcpedia.gc.ca/wiki/Information_management_at_Fisheries_and_Oceans_Canada_(DFO)/Information_management_initiatives/GCDocs/Guide" \l "saving)
* [Save using Drag and Drop](http://www.gcpedia.gc.ca/wiki/Information_management_at_Fisheries_and_Oceans_Canada_(DFO)/Information_management_initiatives/GCDocs/Guide" \l "saving)
* [Outlook: Moving whole folders (PowerPoint)](https://gcdocs.gc.ca/dfo-mpo/llisapi.dll/Overview/1461084)

NOTE: **All** personal documents and e-mails are required to follow the [Business Rules and Best Practices for GCdocs](https://gcdocs.gc.ca/dfo-mpo/llisapi.dll/Open/681776).

## Business Rules

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1. Each user will have a personal workspace in GCdocs. The personal workspace is intended to be used for managing documents of a personal-professional nature, and in accordance with Policy on Acceptable Network and Device Use and IM Standard for the Storage of Electronic Information.
2. A user’s personal workspace will be setup as accessible only to the user and GCdocs Administrators but the user will retain control over access to their personal space.
3. Users must limit access to their personal workspace to every extent possible. If a document in one’s personal workspace must be shared, there is likely a folder to share it within the enterprise workspace where access can be limited as required rather than permitting access to one’s personal workspace.
4. All information of business value must be stored within the enterprise workspace, even in draft form. There are access controls available to document owners that allow them to limit access to their documents until they are prepared to share more broadly.
5. Users are responsible for utilizing their Personal Workspace responsibly. Regular monitoring and reporting will be conducted on the size of Personal Workspaces and targeted document types (e.g. videos and photos). Information Management Services may follow-up with employees, if required, to request that clean-up actions be performed.
6. Remember, content remaining in a user’s personal workspace will be deleted 30 days following their departure from the Department - IM Standard for Departing Employees.

*Justification: As this space is not meant to store documents of business value, it will not be retained for future departmental use once the employee leaves the department. Also, limiting access to one’s personal workspace, where at all possible, mitigates any risk that another employee may access any personal information contained therein.*

## Best Practices

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1. Users must not save information of business value in their personal workspace as it cannot be shared with colleagues and will be lost should the employee depart unexpectedly. The content should be deleted when the employee leaves the department.
2. Personal-professional items, such as an email referencing an employee’s performance agreement, resume, personal HR files, etc. are examples of what may be kept in this area.
3. Users are encouraged to review the contents of their Personal Workspace regularly (every two years at a minimum) and perform clean-up actions to maintain an organized Personal Workspace environment.

*Justification: Information of business value must be accessible to other employees requiring it for their duties and be accessible for ATIP searches. Regularly deleting information that is no longer useful will help maintain respectable electronic storage levels for the department.*