

linked to Cloud Storage and Application Policy

Date Approved:		Revision:	
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I. PURPOSE

Cloud storage and applications are valuable resources that allow university employees to store large amounts of information and perform collaborative tasks more effectively. However, there are risks that must be mitigated in order to properly secure the Data that is placed into and processed in the cloud. The purpose of this policy is to provide the framework within which Weber State University employees will be expected to operate for storage and processing of Data in cloud environments.

II. SCOPE

This policy and any of its supporting documents apply to all Weber State University faculty, staff, and anyone doing business with the university who has access to University Data. This policy applies only to University-owned Data. Information that is not sensitive and that is used for classroom instruction (e.g. lecture notes, videos, PowerPoint slides) is not covered under this policy.

III. DEFINITIONS

Cloud Application – A computer program that has some characteristics of both a desktop application and a web application. It is able to access University Data from multiple sources. For example, a cloud application may access Data that is stored directly on a user’s computer or Data that is housed in cloud storage. A cloud application may also access Data from other Weber State University physical storage media which may be located either on or off premise.

Cloud Storage – A model of networked online storage where Data is stored in virtualized storage pools generally hosted by third parties and in locations not owned by the university.

Data – Information contained in either University computer systems, cloud storage, or as a physical copy that is utilized for University purposes.

Sensitive Information – Any electronic or physical Data which, if compromised with respect to confidentiality, integrity, and/or availability, could violate the privacy to which individuals are entitled or could have an adverse effect on Weber State University interests or the conduct of university programs. Examples of such Data include, but are not limited to, the following: Data protected by the Government Records Access and Management Act (GRAMA), Family Education Rights and Privacy Act (FERPA), Gramm-Leach-Bliley Act (GLBA), or other laws governing the use of Data, as well as Data that has been deemed by the university as requiring protective measures.

ISO - Information Security Office

User - All persons and/or organizations that have access to University-owned Data.

IV. REFERENCES

PPM 10-1, Information Security Policy

PPM 10-2, Acceptable Use Policy

20 U.S.C. § 1232g; 34 CFR Part 99 (FERPA)

15 U.S.C. § 6801 (GLBA)

Utah Code Title 63G Chapter 2 (GRAMA)

42 U.S.C § 1320d-6 (HIPAA)

V. POLICY

All users who utilize cloud services for storage and/or processing of University-owned Data must utilize only University approved and contracted cloud services for such activities. Anyone wishing to utilize services outside of the University approved solution must submit a copy of the contract for such services to University Legal Counsel and to the Information Security Office for review prior to purchase. Users must also review rights and permissions requested by an application prior to installation to ensure they do not put University-owned Data or systems at risk of being compromised. If the user is unsure of the level of risk associated with the rights or permissions requested, they must contact the ISO for further guidance. Additionally, cloud service users are required to comply with any additional requirements for the storage or processing of University-owned Data prescribed in PPM 10-1, Information Security Policy, and PPM 10-2, Acceptable Use Policy.

VI. Exceptions

University employees who are unable to comply with this policy must file an exception. Exceptions to this policy must be approved by the ISO based on academic or business need and reviewed by the ISTF. The ISO will review exceptions annually for continued application and notify the exception holder of any concerns.

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