

## **USING DROPBOX AND OTHER CLOUD COMPUTING SERVICES FOR STORING AND ACCESSING UNIVERSITY DATA**

The University is currently considering its policy regarding the use of 'cloud computing services', such as iCloud, Dropbox, Microsoft (Azure, BPOS and SPLA), Amazon (AWS, S3 and EC2) and Google (Google Apps).

Until this policy is published, cloud computing services should not be used for processing data which is:

- i. sensitive personal information as defined by the Data Protection Act (DPA) 1998;
- ii. confidential to the University or a third party;
- iii. of such criticality that functions or operations would be disrupted should it be unavailable lost or become corrupted;
- iv. valuable intellectual property of the University.

If you wish to use 'the cloud' and any of your data falls into one or more of the above categories, please seek advice from the University's IT Security Co-ordinator or the Legal Advisor before subscribing to any such services.

Please remember that Outlook Web Access and the University's Remote and Mobile Access Service (Citrix) are provided for secure access to University emails and data, and these services should be used wherever possible to access University computer resources from off campus.

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