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 iCloud, Dropbox, Microsoft (Azure, BPOS and SPLA), Amazon (AWS, S3 
and EC2) and Google (Google Apps).

Unless using a bespoke service that has been security-tested and approved by the 
University, Cloud services must not be used for storing or processing data which is 
(a) classified; 
(b) of such criticality that functions or operations would be disrupted should it be lost or 
become unavailable or corrupted; or 
(c) valuable intellectual property of the University (on which further advice can be sought 
from the Legal Adviser).

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 Desktop Anywhere 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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