



Cloud Based Storage and University Data Standard

Syracuse University – Information Technology and Services

Information Security Standard – S0102

1.0 Scope

- This standard covers the use of any cloud based storage service not already covered by an existing contract between SU and the service provider. This includes use by or with
 - SU full time faculty and staff
 - SU part time faculty and staff
 - All data created, processed and stored on SU owned computing devices
 - All data owned by SU
- This standard does not authorize any action which would infringe any other policy, rule, statute, contract or legislation to which the University and users of its IT resources are subject.
- Many cloud based storage services require the install of a 3rd party application on the device that will access the service. Use of these services under this standard does not imply that the applications will be supported by ITS or unit IT personnel. Individuals using these services and applications as defined by this standard should contact their local IT support personnel to discuss support options.

2.0 Purpose

Cloud based storage services are convenient methods for storing or synchronizing a consistent set of files on one or more computers and online storage. The files stored on these services can often be used on any synchronized computer and may be accessible via any modern web browser. Online files may also be accessible from mobile devices like the iPhone, iPad, and Android devices, and there may be facilities for sharing data with other users. This makes cloud storage a most attractive platform for collaboration and sharing amongst colleagues, and standards are required to limit the risk imposed on SU's data by these services.

3.0 Standard

The use of cloud based storage services introduces risk to the security, privacy, copyright and retention of SU data. **As a result, cloud based storage services covered under this standard may not be utilized to store or share Confidential or Enterprise data (as defined by the *Syracuse University Information Security Standard*) from any computing device, whether or not it is owned by SU.** Failure to comply with this standard may make the offender subject to University disciplinary actions as defined by SU policy.

If there is interest in defining more precise guidelines for specific cloud based storage services, ITS will review that specific service's security and Terms and Conditions and develop a guideline specific to that service. A list of those specific services and the result of their reviews will be kept as part of this standard.

If you are interested in having a particular cloud based storage service reviewed, please send an e-mail to ITSecurity@listserv.syr.edu listing the name of the service and the reasons for having it reviewed. ITS will work with you to review the service and generate a guideline document.

The following table lists what cloud based services have been reviewed, and what the results of those reviews are.

Service	Review Date	Status	Guideline
DropBox	10/31/2011	Approved with limitations	DropBox and University Data Guideline – G0100

4.0 Exceptions

There are currently no exceptions to this standard.

5.0 Referred Documents, Web Pages and Contact Information

Item	Location/Info
Standard: <i>Syracuse University Information Security Standard</i>	http://its.syr.edu/security/standards/ITSecurity-standard.pdf
Standard: DropBox and University Data Guideline	http://its.syr.edu/security/guidelines/DropBoxGuideline-G0100.pdf
Contact: Director of Information Security	Christopher Croad ccroad@syr.edu

Document Info

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