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**Cloud Computing Policy**

**June 2018**

**Introduction**

Cloud computing offers a number of advantages including low costs, high performance and quick delivery of services. However, without adequate controls, it also exposes individuals and organizations to online threats such as data loss or theft, unauthorized access to corporate networks, and so on.

This cloud computing policy is meant to ensure that cloud services are **NOT** used without the IT CEO’s knowledge. It is imperative that employees **NOT** open cloud services accounts or enter into cloud service contracts for the storage, manipulation or exchange of company-related communications or company-owned data without the CEO’S input. This is necessary to protect the integrity and confidentiality of **DONCASTER LMC** data and the security of the corporate network.

**DONCASTER LMC** remains committed to enabling employees to do their jobs as efficiently as possible through the use of technology. The following guidelines are intended to establish a process whereby **DONCASTER LMC** employees can use cloud services without jeopardizing company data and computing resources.

Scope

This policy applies to all employees in all departments of **DONCASTER LMC** with no exceptions.

This policy pertains to all external cloud services, e.g. cloud-based email, document storage, Software-as-a-Service (SaaS), Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS), etc. Personal accounts are excluded.

If you are not sure whether a service is cloud-based or not, please contact **DR EGGITT.**

Policy

Use of cloud computing services for work purposes must be formally authorized by the CEO. The CEO will certify that security, privacy and all other IT management requirements will be adequately addressed by the cloud computing vendor.

For any cloud services that require users to agree to terms of service, such agreements must be reviewed and approved by the CEO

The use of such services must comply with **DONCASTER LMC’S** existing Acceptable Use Policy/Computer Usage Policy/Internet Usage Policy/BYOD Policy.

Employees must not share log-in credentials with co-workers. The CEO will keep a confidential document containing account information for business continuity purposes.

The use of such services must comply with all laws and regulations governing the handling of personally identifiable information, corporate financial data or any other data owned or collected by **DONCASTER LMC**

The CEO decides what data may or may not be stored in the Cloud.

Personal cloud services accounts may not be used for the storage, manipulation or exchange of company-related communications or company-owned data.

Pre-approved cloud computing services

* Google Drive
* Microsoft One Drive