**1** This policy outlines best practices and approval processes for using cloud-computing services to support the processing, sharing, storage, and management of institutional data. Technology systems and the required data are vital elements in most mission/business processes. Because information system resources are so essential to an organization's success, it is critical that identified services provided by these systems are able to operate effectively without excessive interruption.

**2** Cloud computing is the ability to share IT resources more efficiently. Technology Division is responsible for ChSCC's Cloud Strategy. Cloud computing differs from other historical IT service models in that it focuses primarily on services, rather than technology.

**3** Technology Division has made the business decision to maintain instructional, research, personal, operational and other types of data within the Cloud environment. This business decision was made primarily for 2 reasons:
- To provide customers with capability to access their data as needed whenever and wherever they could be.
- To provide business continuity and disaster recovery for customer base as required by Service Level Agreements.

**4** Technology Division, in conjunction with the Data Governance Committee and Institutional Research will decide what data may or may not be stored in the Cloud, as necessary.

**5** 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 these group's approval.

**6** If you are not sure whether a service is cloud-based or not, please   contact the Technology Division Service Desk.

For full guidance on this and other Technology Division policies please go to the Technology Division web site.

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