

# IT Cloud Based Solutions Policy

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**Key Document details:**

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## 1. Introduction

### 1.1. Statement

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.

### 1.2. Aim and purpose

The aim of this policy is to ensure any cloud based solutions implemented by the federation have been verified to meet our data protection policy.

### 1.3. Who it applies to

All WHF staff, volunteers, Local Governing Board and Trustees, Members, visitors, community users and contractors.

## 2. Policy

### 2.1. Description

All employees of the White Horse Federation are required to protect personal data and must adhere to this policy. This policy ensures any new or existing cloud based supplier has been vetted for GDPR compliance.

### 2.2. Permissive/non permissive

#### Policy

- The schools' Information Asset Owner will review any request for a cloud based solution to ensure it meets the guidelines outlined in the data protection policy.
- Use of cloud computing services for work purposes must be formally authorised by the Data Protection Officer. The DPO 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 DPO.
- Employees must not share log-in credentials with co-workers. The WHFIT Support Team 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 The White Horse Federation.
- Personal cloud services accounts may not be used for the storage, manipulation or exchange of company-related communications or company-owned data.

### 2.3. Compliance

If you are not sure whether a service is cloud-based or not, please contact the WHFIT Support Team. Failure to do this may result in the cancellation of any solution. For a full list of current compliant software please email the DPO ([dpo@twhf.org.uk](mailto:dpo@twhf.org.uk)).

## 3. Key steps in the process

### 3.1. Roles and responsibilities

The WHFIT Support Team are responsible in checking the proposed solution meets data protection rules and the DPO is responsible for agreeing this can be used. All employees are responsible to follow this.

### 3.2. Procedures

If any employee would like to introduce a cloud based solution, then they must complete this [form](#).

### 3.3. Local conditions statement

In some circumstances, local conditions mean that delivery will require local specific changes in the procedures. However, the core essence of the policy must be followed.