

# CLOUD 101

## What are cloud services?

Cloud services are free or paid services that are delivered remotely by an external provider via the internet.

Cloud services are used for teaching, research and administrative purposes at McGill.

## Can you use a cloud service?

Yes, but your cloud service must be approved to mitigate certain risks.

When your data is stored in the cloud, the cloud provider typically also has access to the data.

As such, it is harder to limit access and it requires more diligence to ensure your privacy and Intellectual Property (IP) rights will be respected. By following **McGill's Cloud Directive** and the **Cloud Service Acquisition Process**, your rights will be better protected.

## What is McGill's Cloud Directive?

McGill's Cloud Directive governs the acquisition and use of cloud services for McGill institutional data.

It also defines McGill's data classification and where data can be hosted or accessed.

## Follow McGill's Cloud Directive

### Why do we have it?

- To protect sensitive information
- To comply with Quebec and Canadian law
- To support other McGill policies and directives

### Who needs to comply?

- Anyone at McGill who acquires or uses free or paid cloud services with institutional data
- Research data is subject to the same provisions as institutional data

## How sensitive is your data?

All McGill staff and faculty are required by law to protect the confidentiality of personal information. Other types of data may also need to be protected depending on their level of sensitivity.

### Types of institutional data

### Examples

#### Regulated:



Data whose protection/use is mandated by law, regulation or industry requirement

**CONFIDENTIAL**

- Personal information: names, ID numbers, birth dates, etc.
- Student / employee records
- Passwords
- Legal files
- Payment card data

#### Public:



Non-confidential information

**NON-CONFIDENTIAL**

- Public access website pages
- Press releases
- Published documents: brochures, annual reports, academic calendars, campus maps, etc.

#### Protected:



Data that is neither regulated nor public.

**CONFIDENTIAL**

- Internal memos
- Meeting minutes
- Research grant information
- Documents including proprietary information



**Your Intellectual Property (IP) may be at risk!**

When you agree to a cloud service's terms of use, you may give the service provider ownership or permission to use your own or McGill's data. This may impact your legal rights to claim your IP.

## What is expected of you?

### You need to:

- Comply with **McGill's Cloud Directive\***.
- Validate if McGill's existing cloud services can meet your needs.
- Follow the **Cloud Service Acquisition Process\*** for both free and paid cloud services.
- Use approved cloud services - if you are not, change over to ones that are.
- Plan ahead! The assessment process for cloud services takes time.
- Be aware that Procurement Cards (PCards) cannot be used to acquire cloud services.
- (Instructors): If you are using a cloud service, inform your students at the start of term.

\* For details go to [mcgill.ca/cloud-directive](http://mcgill.ca/cloud-directive)

**YOU**

are responsible for protecting McGill's data!

If you use a cloud service that is not McGill-approved, you and your unit are fully accountable for the consequences of data breaches and security incidents. !

You could also be held personally liable in certain situations. !

## Each of us is responsible for Data Security

By following **McGill's Cloud Directive** and **Cloud Service Acquisition Process** we better protect McGill's data from unauthorized use and promote the security of the McGill community.