

## Policy Title: Cloud Services

**Impact:** Employees, Affiliates

**Responsibility:** Chief Information Officer

**Effective Date:** 04/16/2018

**Revised Date:**

**Reviewed Date:**

**Relates to Policy(s):** 3.08.07

**Legal Citation(s):**

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### I. Policy Narrative

Any employee, program, department, division, business unit, or affiliate of North Idaho College (NIC) that needs to acquire or use a cloud service that will store, process, or share institutional data must work with the Information Technology (IT) Department, the Office of Finance and Business, and NIC's Legal Counsel to properly evaluate and manage the associated risks and service agreement language.

The use of cloud services to manage institutional data does not absolve an employee or unit from the responsibility of ensuring that the data is secure and managed in accordance with applicable policies and laws.

### II. Definitions

*"Affiliate"* refers to any authorized individual, business, or organization connected to NIC, authorized to act on behalf of NIC, or is authorized to conduct work related to NIC needs.

*"Cloud Service"* is any service provided remotely via the internet from a provider's local servers as opposed to being provided from NIC's on-premises server(s).

*"Institutional Data"* refers to any type of information that is processed, created, collected, transferred, recorded, or stored by NIC to conduct NIC business.