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ADDITIONAL DETAILS	

University of West Georgia Cloud Computing Use Guidelines

This Cloud Computing Guide is meant to clarify the steps necessary to for a University of West Georgia (UWG) department or entity to enter into a cloud computing agreement.

1. PURPOSE

This guide enables UWG to benefit from the use of cloud computing software products and solutions while attempting to ensure that the solution limits legal liability and the potential loss of confidential or sensitive data that can result from the indiscriminate use of cloud computing solutions. Prior to implementation or use of any cloud computing solution, the requesting department should assess the benefits and risks associated with the offering and determine its suitability for its operational and strategic purposes. Information Technology Services (ITS), UWG General Counsel, Risk Management, and the Purchasing Office are all available to assist with that risk assessment.

No cloud software, whether low- or no-cost, may be used to store university data without prior contract review and approval by Purchasing, UWG General Counsel, and ITS. In most instances a third party agreement is necessary to protect the University and its data prior to using any cloud base system.

This guide is not meant to replace any University System of Georgia or State of Georgia requirements that must be met when procuring cloud based or other services.

2. DEFINITIONS

For the purpose of this guide, cloud computing is defined as a model for enabling convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications and services). Examples include Infrastructure as a Service (IaaS), Platform as a Service (PaaS) and Software as a Service (SaaS).

3. SCOPE

The guide applies whenever departments are considering cloud computing solutions to

augment the University’s system or storage capability. It is the responsibility of the department retaining an independent contractor or vendor who may seek out or recommend a Cloud Computing solution to ensure they are made aware of, and follow, this guide.

1. **Define the need for a cloud based solution and assess the risk.** Working with ITS and others as needed, define the solution needed to meet the business requirements, and assess the risk associated with using a cloud based solution.
2. **Check out previously approved cloud computing solutions.** Once the need has been determined and the risk deemed acceptable, the department should contact Purchasing and ITS to see if a solution is already in place.
3. **Submit All Contracts to Purchasing, UWG Legal Counsel, and ITS.** If there is no existing contract for the service needed, the requesting department should identify a new provider, gather all contracts and documents and submit them to Purchasing, UWG General Counsel, and ITS for review.
4. **Complete a Third Party Agreement.** Most cloud computing solutions will require the completion of a third party agreement to ensure that University data is adequately protected. Contact ITS for the appropriate form.
5. **Complete the Purchase.** After contract review and approval, the purchase may move forward using the normal procedure.

4. DOCUMENT HISTORY

Date	Revision Summary	Revision Type	Revision Author(s)	Revision #
August 2014	Initial Draft. Reviewed by Purchasing, UWG Legal Counsel, Risk Management, ITS.	Creation	Kkral	0