

Appendix 2 – Staff Responsibilities/Considerations when enabling a cloud based service/application

Data Space	<p>How much data will be placed in the cloud?</p> <ul style="list-style-type: none"> • For small amounts of data, a free service may provide efficient storage. • For larger amounts of data, you may need to purchase storage.
Type of Data	Data that can be moved to the cloud should not be business critical and should be either personal data or working data and not bound by IP or contractual agreements.
Data Back-ups	You will need to maintain an up-to-date off-cloud backup copy of the data.
Service Level Agreement	Ensure that the Service Level Agreement (SLA) guarantees adequate system confidentiality, integrity and availability of the data. For example, an acceptable level of data unavailability is 4 – 6 hours.
Unavailability of Data	There will be scheduled outages that you need to accept.
Data Loss	If you accidentally delete a file or other data, can the vendor restore it?
Data Portability	Can you easily move the data to another vendor or in-house as required?
Compliance	<p>You accept that the privacy laws of the country that the data is stored in will apply. The cloud computing supplier should also comply with Victoria's Privacy and Data Protection Act and, where relevant, the Health Records Act.</p> <p>The Victoria Privacy Commissioner has provided advice about the use of cloud computing.</p>
Ownership Rights	You need to retain legal ownership of your data.
Support	Ensure the vendor is contactable and provide timely responses and support.
Security Threats	Ensure the vendor will notify you of security incidents and you will need to ensure that you monitor and respond to these notifications.
Departmental Obligations	For research activities, obligations regarding the management of research data still apply. See Research Specific Cloud Storage Guidelines