

## 45. Cloud Computing Services

Version number	Dates produced & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	9 March 2020	New policy in line with requirements of Group Constitution 2019 & recommended by Charity Commission	K Coupe	Website; Dropbox.com & file	March 2022

### Statement of Intent

At North Nibley Pre-school we aim to ensure that any use of cloud computing services adhere to any requirements with regards to General Data Protection Regulations (GDPR) 2018 and Data Protection Act (DPA) 2018. We ensure that parents/carers have been given every opportunity to opt out of the setting using the personal information on them and their child for early years requirements. All parents/carers have received a copy of the Pre-school's Privacy Notice in the enrolment pack they received for their child. All staff receive a copy of the Pre-school's Staff Privacy Notice.

### Aim of Policy

This document sets out North Nibley Pre-school's policy for the use of cloud computing services, also known as cloud computing, cloud services or cloud. It is meant to ensure that cloud services are not used without the Chair's knowledge. It is imperative that staff and committee members do not open other cloud services accounts or enter into cloud computing services contracts, to use with regards to North Nibley Pre-school.

### Cloud Computing – defined

Cloud computing is a method of delivering Information and Communication Technology (ICT) services where the customer uses (either free or for a fee), rather than necessarily owns, the resources. These services are typically provided by third parties using Internet technologies.

Cloud computing offers a number of advantages including low costs, high performance and quick delivery of services. However, without adequate controls, it also exposes individuals and organisations to online threats such as data loss or theft etc.

There are many cloud computing services providers available, for example: Amazon Cloud, Google Cloud, Dropbox.com, Microsoft Cloud, IBM etc (NB: not an exhaustive list). They offer a variety of free or fee paid services. North Nibley Pre-school uses the services of Dropbox.com. Dropbox.com is a public cloud whose infrastructure, platform or software is managed by the cloud provider and made available to the general public (cloud customers or cloud end-users). Access to the cloud service is over the public internet.

### Data protection

The Information Commissioner's Office<sup>1</sup> defines personal data as "any information relating to an identified or identifiable natural person ('**data** subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location **data**, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural **person**".

When using a public cloud, such as Dropbox.com, the organisation (North Nibley Pre-school) will determine the purposes for which and the manner in which any personal data are being processed. The Pre-school will continue to be a data controller and will have overall responsibility to ensure it meets its obligations under GDPR 2018 and DPA 2018<sup>2</sup>. North Nibley Pre-school's Data Protection Lead is the Management Committee Chair.

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<sup>1</sup> [www.ico.org.uk](http://www.ico.org.uk)

<sup>2</sup> See Policy 36 Data Collection and Information Sharing

Data subjects still retain their right of access to their personal data and the right to object to their personal data being processed for certain purposes. For more detail see Policy 41 Data Subject Access requests.

The data held on Dropbox.com is reviewed annually to ensure it is kept in line with GDPR/DPA requirements, statutory requirements and our Record Keeping policy<sup>3</sup>.

### **Reliability and resilience**

Using a dedicated computing provider can help safeguard against loss of service (outages) by providing a more reliable and resilient services. However, to mitigate the impact of loss of data, North Nibley Pre-school ensure that all data (including business documents and files) are regularly backed up.

### **Scope**

This policy applies to all staff and committee members of North Nibley Pre-school, no exceptions. This policy pertains specifically to document storage on an external cloud service (Dropbox.com). Personal accounts are excluded.

### **Policy**

- The use of cloud computing services for work purposes, must be formally authorised by the Chair.
- For any cloud computing services that require users to agree to terms of service, such agreements must be reviewed and approved by the Chair and the Committee. This is reviewed periodically.
- The use of such services must comply with North Nibley Pre-school's existing ICT policy<sup>4</sup>
- Staff and committee members must not share log-in credentials with any other person(s) outside the setting or not authorised by the Chair.
- The use of such services must comply with all laws and regulations governing the handling of personally identifiable information, financial data or any other data owned or collected by North Nibley Pre-school.
- The Chair, as Data Protection Lead, decides what data may or may not be stored in the Cloud.
- Personal cloud services accounts may not be used for the storage, manipulation or exchange of Pre-school related communications or Pre-school owned data.

### **Access control**

Access to Dropbox.com is via username and password system. Access is restricted to staff and committee members. The Chair is responsible for ensuring that the password is changed annually, ie. after the Annual General Meeting, and that access is available only to current committee members and staff (as applicable).

### **Further Guidance:**

- Guidance on the use of cloud computing Version 1.1 (ICO)

### **Legal Requirements;**

- Childcare Acts 2006 and 2016
- Early Years Foundation Stage (EYFS) framework
- General Data Protection Regulations (2018)
- Data Protection Act 2018

### **Related documents:**

- Policy 35 Record Keeping
- Policy 36 Data Collection and Information Sharing
- Policy 41 Data Subject Access Requests
- Policy 42 Data Breaches
- North Nibley Pre-school's Privacy Notice and Staff Privacy Notice

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<sup>3</sup> Policy 35

<sup>4</sup> Policy 21