



KAY IVEY
Governor

STATE OF ALABAMA

OFFICE OF INFORMATION TECHNOLOGY



JIM PURCELL
Acting Secretary

POLICY 560: Cloud Storage Services

VERSION NUMBER	Policy 560-01
VERSION DATE	August 10, 2018
POLICY TITLE	Cloud Storage Services
OBJECTIVE	The objective of this policy is to protect the confidentiality and integrity of state information stored and processed using cloud storage services.
AUTHORITY	<p>The authority of the Office of Information Technology (OIT) to create and enforce policies relating to the management and operation of information technology (IT) by state agencies, and exceptions to such authority, are derived from:</p> <p><i>Articles 8 and 11 of Chapter 4 of Title 41, and Chapter 28 of Title 41, Code of Alabama 1975 (Acts 2013-68 and 2017-282).</i></p> <p>Policies of the OIT are approved and signed by the Governor.</p>
APPLICABILITY	<p>The requirements and responsibilities defined in OIT policies apply to all departments, agencies, offices, boards, commissions, bureaus, and authorities (referred to generally as <i>agency</i> or <i>agencies</i>) and authorized individuals in the employment of the State of Alabama responsible for the management, operation, or use of state IT.</p> <p>This policy applies to email hosting, file hosting, and web-based collaborative services in a Software as a Service (SaaS) cloud computing model as defined in the National Institute of Standards and Technology (NIST) Special Publication 800-145: "The NIST Definition of Cloud Computing."</p> <p>This policy does not apply to the cloud computing models Platform as a Service (PaaS) or Infrastructure as a Service (IaaS) as defined in NIST Special Publication 800-145: "The NIST Definition of Cloud Computing."</p>

STATEMENT OF POLICY

Cloud storage services are valuable and advantageous resources that allow organizations to store large amounts of information and perform collaborative tasks more economically, effectively and efficiently. These services are ubiquitous, convenient, and provide on-demand access over a publicly accessible network. However, there are risks that must be mitigated to properly secure the data that is placed and processed in a cloud storage service.

It is the policy of the OIT that cloud storage services shall be limited to solutions that:

- Are licensed through a state contract
- Comply with applicable federal, state, and local laws
- Provide backup and recovery services
- Have licenses that are managed and administered by a State of Alabama agency IT division
- Offer geographical storage restrictions limited to the continental United States
- Allow the State of Alabama to maintain ownership of the data
- Have the technical means to integrate with data-loss prevention (DLP) capabilities

Information placed in a cloud storage service shall be monitored for unintended and unprotected disclosure. This includes but is not limited to information that falls under the following data classifications:

- U.S. Health Information
- U.S. Financial Information
- U.S. Personally Identifiable Information

In addition to these requirements, the decision to store data in a cloud environment shall be based on an assessment of risk, mitigation of risk (as practical), and documented acceptance by the data owner of the residual risk.

OIT RESPONSIBILITIES

The OIT's responsibilities are to:

- Establish policies and standards governing the security, confidentiality, integrity and availability of cloud storage services used for state business purposes.
- Offer and administer a compliant cloud storage service.
- Implement DLP monitoring in the OIT's cloud storage service.

AGENCY RESPONSIBILITIES

It is an agency's responsibility to enforce this policy within their agency. One agency may host access to a state cloud storage service for other agencies, in which case the hosting agency may share these responsibilities with the implementing agency.

Each agency shall ensure agency personnel follow established state policies and standards regarding use of cloud storage services.

Any agency managing and administering their own cloud storage service, or otherwise not utilizing the OIT's cloud storage service, shall implement DLP monitoring; as defined in Standard 560S1: Data Loss Prevention for Cloud Services.

USER RESPONSIBILITIES

Users shall adhere to all state and agency policies pertaining to the use of cloud storage services, and refrain from the use of personal cloud storage services for state business.

If sharing or collaborating on information in a cloud storage service, users shall routinely review the rights and permissions of the information to ensure the information is only shared with intended and authorized individuals.

If receiving information shared from an external source, users may access the information for retrieval purposes only, and shall notify their IT department.

SUPPORTING DOCUMENTS

The following documents support implementation of this policy:

- [Standard 560S1: Data Loss Prevention for Cloud Services](#)
- [Standard 560S2: System Security Standards for Office 365](#)
- [Standard 560S3: End-User Security Standards for Office 365](#)

The following special publications (SP) of the National Institute of Standards and Technology (NIST) support this policy and may aid in its implementation:

- NIST SP 800-144: Guidelines on Security and Privacy in Public Cloud Computing
- NIST SP 800-145: The NIST Definition of Cloud Computing
- NIST SP 500-291: NIST Cloud Computing Standards Roadmap

EFFECTIVE DATE This policy shall be effective upon its approval by the Secretary of Information Technology and the Governor of Alabama as evidenced by the signatures of the Secretary and Governor being affixed hereto.

SUPERSEDES This policy replaces Policy 340: Cloud-Based File Storage and Sharing, which is hereby rescinded.

The undersigned, as Acting Secretary of Information Technology of the State of Alabama, exercising the power vested in that Office by the laws of this state, declares this policy to be adopted as of the date on which the Governor has approved and signed it.



Jim Purcell
Acting Secretary of Information Technology

ORDERED



Kay Ivey
Governor

This 13 day of September, 2018.

DOCUMENT CHANGE HISTORY

Version	Version Date	Comments
560-01	08/10/2018	Initial version; replaces Policy 340