

## UCLA Allowable Data Use – Cloud Storage Services

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Faculty and staff use of cloud storage services must comply with applicable University policies, notably policies relating to the protection of University data and the UC Electronic Communications Policy. This includes the data use requirements in the table below, which are based on University-negotiated agreements established to help safeguard information about individuals and other confidential information for which the campus is a steward.

Always employ due care when processing, transmitting, or storing sensitive information. Violation of these data use requirements or other campus policies may result in disciplinary action up to and including termination.

Contact **IT Services Client Support** at [clientsupport@it.ucla.edu](mailto:clientsupport@it.ucla.edu) if the data you have is listed in the middle (yellow) column below, if you have data that does not appear in the table, or if you have any other data use questions.

**Table 1. Data use requirements for UCLA cloud storage services**

	Permitted	Contact Client Support	Prohibited
<b>Box</b>	<ul style="list-style-type: none"> <li>Any information already publicly available</li> <li>Student records not related to health</li> <li>Personnel records</li> </ul>	<ul style="list-style-type: none"> <li>Data relating to human subjects or animal research</li> <li>Export controlled data</li> <li>Use of 3rd-party Box apps</li> <li>Sensitive information not about individuals</li> <li>Storage of all other logon passwords (other than those listed in the "Prohibited" column)</li> </ul>	<ul style="list-style-type: none"> <li>Storage of UCLA Logon, OASIS Logon, MedNet AD, and EM AD passwords</li> <li>Credit card data</li> <li>Individuals' health information*</li> <li>Social Security numbers</li> <li>Drivers license and CA identification numbers</li> </ul>
<b>Dropbox</b>	<ul style="list-style-type: none"> <li>None</li> </ul>		<ul style="list-style-type: none"> <li>All</li> </ul>

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\* A Business Associate Agreement (BAA) is required in order to permit storage of protected health information (PHI). A BAA for Box at UCLA is currently under review. Contact IT Services Client Support at [clientsupport@it.ucla.edu](mailto:clientsupport@it.ucla.edu) to submit your questions regarding the status of a BAA for Box.