One Drive Usage Requirements

One Drive must **not** be used for any data that is subject to contractual terms prohibiting the use of Cloud data storage, or where a specific storage requirement is required (that is not OneDrive).

All electronic devices used for University business (whether owned by the University or otherwise) must meet the below minimum security requirements:

- Password protection that meets the required complexity criteria as stated in the 'guidelines for choosing a password' located at:https://password.reading.ac.uk/reset/
- Anti-Virus and malware protections, and up to date software patches and updates
- No shared access with persons external to the university (for example, family, friends)

Data Protection and Information Sharing

Where access to any personal data (to include data on staff, students or other third parties) is granted to any persons external to the University, this will constitute a disclosure of that personal information. This must be done in accordance with the Data Protection Act and may require an Information Sharing Agreement to be in place prior to sharing. Please contact IMPS@reading.ac.uk for advice.

Documents containing personal data of any volume must only be shared on a strictly need to know basis and only to those persons with a legitimate and necessary purpose to view it, in accordance with the Data Protection Act and University policies. Access to shared files must be limited, and removed when no longer required.

Freedom of Information

All University data stored within One Drive will be subject to the Freedom of Information Act. All users of University data are required to make information available to the IMPS Officer should a request be received.

Information Security Incident Reporting

Incidents involving any actual or suspected compromise of the security of University data should be reported to the IMPS Officer at imps@reading.ac.uk in the first instance. Technical or One Drive user guidance queries should be referred to it@reading.ac.uk.

Intellectual Property

All information stored within One Drive will be subject to the University's usual requirements concerning the storage and sharing of material over which the University or a third party has intellectual property rights. Information must be stored and shared in accordance with the University's Code of Practice on Intellectual Property and the terms of any other agreement governing the University's use of materials. Please contact legalservices@reading.ac.uk for advice.