

Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-11
POLICY: Cloud Based Computing			
DATE: April 2017	REV. DATE:	COVERAGE: All County Departments	PAGE #: 1 of 1

POLICY STATEMENT:

Cloud based computing is a model for delivering information technology services in which resources are retrieved from the internet through web-based tools and applications, rather than a direct connection to a server. Cloud computing structure allows access to information as long as an electronic device has access to the internet.

No new cloud based computing applications will be permitted for County use until a Request for New Cloud Based Computing approval has been signed off for privacy compliance and information technology compliance. The Information Technology division will keep a copy of all submitted approval forms.

PROCEDURE FOR NEW CLOUD BASE COMPUTING APPROVAL:

Any department wishing to use a new Cloud based computing application must complete the form Request for New Cloud Based Computing. The form will then be reviewed by Director of Human Resources for privacy compliance and the Information Technology Manager for technical compliance with County networking infrastructure, data security and application compatibility.

It will be the Department Heads responsibility to ensure appropriate contract or agreement terms such as length of contract, fees, termination, and penalties for service disruptions, contract renewals, and implementation schedules... are in the best interest of the County.

The approval form can be found on the intranet at the following location:

["Intranet Link"](#)