

Kingston University

Acceptable Use Policy – My Data Box

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1 Equality Statement

Because we value diversity and equality highly we have designed this policy to be fair and inclusive. In putting this policy into practice we expect all members of the University community to abide by the spirit and detail of the Equality Act 2010 and One Kingston, our policy and strategy for equality, diversity and inclusion

2 Policy Title

Acceptable Use Policy – My Data Box

3 Policy Statement

This policy details the facilities available to staff, students and external collaborative partners from the University's file sync and share solution, and is intended as a behavioural guide for those storing, viewing and sharing data within this environment.

My Data Box is an externally (cloud) hosted solution allowing individuals and groups to access data independent of their location or the device they are using, requiring only an internet connection. It also facilitates the easy sharing of information and collaboration with others both inside the University and external partners. It is provided as an alternative to the University hosted home drive (H:) and departmental shared drive (S:), placing greater control in hands of individuals to secure or share data.

4 Policy Scope

The policy is limited to individuals' use of the My Data Box environment, although many of the guidelines included here apply equally to data stored on the University's IT network.

The policy includes use by any individual, whether staff, student or external collaborator.

The policy includes access to and use of My Data Box both on University premises and remotely, whether at home or in public places via openly available Wi-Fi networks or across telecoms providers' 3G/4G networks.

5 Definitions & Abbreviations

Term	Definition
My Data Box	The University's branding of the chosen Follow Me Data solution, currently provided by Box.
KU Personal Data	Data belonging to an individual, not intended for sharing or wider dissemination, but relevant to the individual's University work. Note that it is not permitted to store personal, non-work related data within University owned services.

6 Governance & Review

The policy owner will review the policy content annually at least.

The policy owner will review the policy immediately in circumstance where any detail within the policy has significantly changed.

This policy will be signed in the first instance by the policy owner, with subsequent approval by the CIO and final signoff by the University Information Committee.

All University policy documents must be signed and submitted to the University Secretary's office for record.

7 Related Resources

Kingston University IT Security Policy

Acceptable Use Policy – IT Facilities

Acceptable Use Policy – Email

Acceptable Use Policy – Mobile & BYO Devices

Acceptable Use Policy – Social Media

8 Policy

- 10.1. By using My Data Box you agree to comply with all relevant IT policies and guidelines, in particular the IT Security Policy, the acceptable Use Policy – IT Facilities, and the Acceptable Use Policy – Bring Your Own and Mobile Devices. All University policies apply equally to My Data Box as they do to other University IT facilities.
- 10.2. By using My Data Box you understand that it is a cloud (internet) hosted platform with data held in jurisdictions outside the EU. However, Box has been shown to possess the relevant certifications to all relevant security and privacy standards applicable to the EU and is contractually bound by them. Your use of My Data Box requires your agreement to this.
- 10.3. By default, My Data Box is provided with no folder structure preconfigured for your individual use, and a number of shared folders depending where in the University you work.
- 10.4. Files for your KU personal data use should not be stored in collaborative folders. The content of these folders is visible to others and may compromise information privacy. If you create additional folders within a shared folder the contents will be visible to anyone who has rights to the shared folder.
- 10.5. Files or folders created outside of preconfigured shared folders are owned by you and by default are visible to nobody else. You can share these folders and files with others, and control their level of access.
- 10.6. Additional folders may be preconfigured for specific purposes, such as storing information that has a legal retention period, and individuals may request additional folders to be created with specific policy settings. My Data Box has sophisticated policy compliance capabilities including administrator control over file retention periods, view only, print and copy.
- 10.7. Data stored in My Data Box is subject to European Data Protection legislation. Any data identifying individuals must only be used for a legitimate purpose and should not be retained longer than it is of reasonable use the University.
- 10.8. The University retains the right to monitor individual use of My Data Box and to carry out investigations into its use where appropriate.
- 10.9. Individuals found to be in breach of any applicable policies while using My Data Box will be subject to the University's staff and student disciplinary processes, which can be found at:
Staff -
<https://staffspace.kingston.ac.uk/dep/humanresources/hrpolicyandadvice/peoplematters/disciplinary/Pages/default.aspx>
Students –
www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulation/documents/student_disciplinary_procedure_A.pdf
- 10.10. Non-University users of My Data Box working in partnership with the University, must act in a way that does not expose staff or student personal information, or internal confidential data, to external view or use such information inappropriately.

10.11. Non-University users of My Data Box must not act in a way that may damage the reputation of the University or expose it to legal risks.