

1. Purpose

1.1. This policy defines the use of Microsoft OneDrive for backing up devices at the Office of the Chancellor.

2. Scope

2.1. This policy applies to Office of the Chancellor staff and their use of the Microsoft OneDrive product.

3. Policy

3.1. Staff utilizing Microsoft OneDrive in any capacity agree to:

3.1.1. Follow the Information VSCS Sensitivity Policy (627-

1_VSCS_Information_Sensitivity_Policy) for all data stored on Microsoft OneDrive.

3.1.2. Follow VSCS document retention guidelines whenever possible, including periodic auditing of documents in Microsoft OneDrive.

3.1.3. Subject their shared documents to DLP filter

4. References

4.1. [627-1 VSCS Information Sensitivity Policy](#)

5. Definitions

5.1. VSG- VermontState Colleges

5.2. OC- Office of the Chancellor

6. Revisions

Date	Revision	Approval	Signature
2019/02/19	Initial Draft		
2019/02/21	Signed Draft	Kevin Conroy	Kevin Conroy