

UCLA Board on Privacy and Data Protection

Meeting Minutes

Tuesday, November 26, 2013 | 10:00-12:00 noon | OIT Portal (MS 5628)

Attendees: Alfonso Cardenas, Amy Blum, Andrew Metz, Burton Swanson, Dana Cuff, Frank Wada, Kent Wada, Kristen Chamberland, Leah Lievrouw, Lubbe Levin, Ross Bollens, Virginia Steel; Andrew Wissmiller (guest) Kelly Arruda (resource)

Agenda Item A: Welcome and introductions | Burton Swanson

1. New members introduced: Virginia Steel, Kristen Chamberland, Andrew Metz (returning)
2. Operation framework update (Kent Wada)

Implementation of the new operational framework is nearly complete. The Academic Senate has endorsed the new structure. We will continue working to align to the new structure this academic year, which will include member rotation.

3. Data Privacy Month update (Kelly Arruda)

Data Privacy Month runs January 28- February 28, 2014. The Office of the CPO will be working on several events to promote data privacy awareness, including several screenings of documentary film *Terms and Conditions May Apply* and panel discussions.

Agenda Item B: Faculty and Staff use of cloud services | Andrew Wissmiller, Amy Blum, Kent Wada

Purpose: The IT Planning Board (ITPB) has requested input from the Privacy Board regarding the upcoming deployment of cloud services mail and collaboration tools (i.e., Google Apps, Microsoft Office 365, and Box) for Faculty and Staff.

Background: A 2011 task force recommended students transition to Google mail and determined that a subsequent group should be convened to analyze cloud transition for Faculty and Staff.

The new task force has done an extensive risk analysis of these services to assure that numerous requirements are met (legal, regulatory, privacy, security, etc.), and it has developed several guidance documents meant to aide users in making informed decisions about appropriate data use with these services. Use of these cloud services, which have negotiated agreements in place, are generally a more balanced alternative to consumer-grade cloud services that lack the protections of the negotiated contractual terms. These cloud applications offer improved capabilities (e.g., collaboration, flexibility, etc.) over current offerings, and the transition to cloud services will result in infrastructure cost savings for the campus.

However, this transition has been structured as a hybrid solution, whereby departments can make a case for opting out of participation in the cloud (e.g. units that work with restricted data, etc.). The criteria and process for opting out is still to be determined.

Risk analysis, negotiated agreements, data risk guidance documents, and the ability to choose from a variety of service options have created solid conditions for transitioning to cloud services.

Services:

Google Apps is a suite of personal productivity and collaboration tools, including mail, calendar, storage, and many more core applications. **BOL** currently provides email for Faculty and Students, but it will eventually be retired.

Microsoft 365 is an enterprise package of productivity and collaboration tools. 80% of the administration is currently using Microsoft, so the transition to cloud services will be a fairly transparent experience. It is recommended that the administration transition to the cloud, but there will be opportunity for units to make a case for opting out of the transition.

BOX is an enterprise option for storage and collaboration services. This cloud storage solution is safer than using consumer-grade offerings such as Dropbox. BOX will have assigned department administrators, so that units can manage control over settings and practices (e.g., determining data retention schedule for an account when an employee departs from the unit). These control mechanisms are not available with consumer grade storage services like Dropbox.

The BOX solution has been negotiated for higher Ed by a national consortium called Internet2. About 90 universities have signed onto the Internet2 negotiated BOX agreement.

Guidance Documents: UCLA has been working on several documents to help navigate data in the cloud landscape. The proposed UCLA Data Classification Standard will serve as a tool to assess data sensitivity, measured by the potential adverse business impact a breach of the data would have on the campus. It interprets UC Business and Finance Bulletin IS-2 Inventory, Classification, and Release of University Electronic Information.

The guidance documents take into consideration the Data Classification Standard, contractual agreements, and UC/UCLA policies to determine whether a particular service is appropriate to use with a specific type of data.

Action Item: Identify support for or concerns about the “conditions for faculty and staff use of the cloud” as input to the ITPB process. See attachment: PB-response-to-ITPB-cloud-principles.pdf.

Agenda Item C: Next meeting

Winter Quarter. Date TBD.