

OneDrive for Business conditions of use

One of the fundamental features that Office 365 uses in the background is OneDrive for Business. This is a 'cloud' storage system that can be accessed from the Office365 applications (word, excel etc) to store documents. There is a corresponding application that can be loaded on portable devices to permit documents to be synchronized automatically across devices.

WHAT IS ONEDRIVE FOR BUSINESS

OneDrive for Business provides cloud based storage and should be used only to save and transfer your files from your mobile devices (tablets, smartphones) to/from your HomeSpace (U Drive).

IMPORTANT: DATA LOSS PREVENTION

Ensure that you comply with the advice below when using your OneDrive for Business:

1. OneDrive for Business should be used in addition to your HomeSpace (U Drive) and **NOT** as a replacement. Please note, data stored in your OneDrive for Business is the property of the University and if you leave the University, all data stored will be removed and deleted.
2. Data stored in your OneDrive for Business is relatively secure and private; only you have access to this, under **NO** circumstances should you use the '**Shared with Everyone**' folder which is created automatically. You are strongly advised to delete that folder to avoid mistakes.
3. If someone discovers your user identity and password they will potentially have easy access to your OneDrive. Additional security measures are in the pipeline but in the interim consider

very carefully what information you place on OneDrive for Business. Certainly avoid storing any sensitive and/or personal information on OneDrive for Business.

4. Only use University managed devices: desktop, laptop, tablet and smartphones to access your OneDrive for Business. **Never** use your HOME computer or other third party computers to access OneDrive for Business.
5. OneDrive for Business, being managed by the University, complies with the institution's Information Security Policy (<http://url.tees.ac.uk/isp.htm>) and is the only University approved cloud file storage system.
6. Unlike your HomeSpace (U), OneDrive for Business is **NOT** backed up by the University. All deleted items are removed and stored in your OneDrive for Business **RECYCLE BIN** for **90 DAYS**. After this period all files are **PERMANENTLY** deleted and **NOT** recoverable.