

# Department of Information Technology

## Cloud Storage Policies

### 4/24/2025

## Introduction

Okaloosa County IT, IAW county policy, being the responsible authority for directing technology and data management for the Okaloosa Board of County Commissioners, recognizes that cloud-based data storage solutions can be an effective tool in promoting collaboration, efficiency, and productivity among County employees and authorized users. All authorized personnel are provided with access to a secure, cloud-based storage platform in connection with their County-issued account credentials.

## Objective

This Policy is intended to detail the appropriate usage of cloud-based storage solutions with respect to County Data, as well as limitations, restrictions, and risks associated with such usage.

## Scope

This Policy applies to all employees, contractors, vendors, and any other individuals who handle County Data ("Users"). This Policy may also apply to third parties acting in a similar capacity to County employees, depending on the terms and conditions of their contract(s) with Okaloosa County.

## Cloud Storage Usage

Cloud storage is defined as internet-based file hosting services of any type that are not controlled or hosted by Okaloosa County. Such services include, but are not limited to, OneDrive, SharePoint, Dropbox, and iCloud.

County Data is only permitted to be stored on cloud-based storage platforms that are approved by the Okaloosa County Information Technology (IT) Department. The current list of IT-approved cloud storage solution(s) can be obtained by contacting the IT Department. The usage of cloud-based storage solutions must be in accordance with all County policies, including, but not limited to, the Acceptable Use Policy, Public Records Policy, as well as any applicable state and Federal laws and regulations.

Cloud-based storage platforms are not intended to be utilized to share County Data or information with the general public or across all County departments unless expressly authorized by the IT Department. Access to County Data via cloud-based storage platforms must be limited to specific recipients with a legitimate business need, both internal and external to the County.

The storage of County Data on unapproved cloud-based storage platforms is expressly prohibited. The IT Department may, at its discretion, block access to unapproved cloud-based storage solutions from County networks and systems, regardless of whether the platform is web-based or locally executable. The IT Department may also disable access to approved cloud storage solution(s) from certain systems and/or user accounts due to heightened information security risks.

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Individuals seeking to utilize an unapproved cloud-based storage platform for storing County Data, and/or seeking access to a blocked cloud-based storage platform, should contact the IT Department to request permission. Decisions concerning exceptions or restrictions will be made by the Director of Information Technology or designee, based upon the business necessity of the request, information security risks associated with the requested cloud-storage product, the nature of the data to be stored on the platform, lack of suitable alternatives, or any other relevant considerations.

### **Data Restricted from Cloud Storage**

Certain categories of data are not appropriate for cloud-based storage solutions, including Okaloosa County's approved platforms, unless prior written authorization is obtained from the County's Director of Information Technology. The following types of data are strictly prohibited from being stored in cloud-based solutions without explicit approval:

- Personally Identifiable Information (PII), including but not limited to Social Security numbers, driver's license numbers, financial account details, and other sensitive personal data
- Criminal Justice Information (CJI)
- Electronic Protected Health Information (ePHI) (as defined under HIPAA)
- Confidential or Sensitive Government Data that is protected under state or federal law

Storing such information in a cloud-based storage platform without prior written authorization is strictly prohibited. Users who are unsure whether a specific type of data falls under these restrictions should seek guidance from the Okaloosa County Chief Information Security Officer before storing or transmitting the data.

Additionally, the County's Information Security Office may implement data loss prevention (DLP) technologies to automatically restrict certain types of sensitive data from being uploaded to or shared from cloud storage solutions.

### **Disclaimer**

The use of the County's approved cloud storage platform for personal data is strictly prohibited. Users must not store, transmit, or back up personal data on County-approved cloud storage solutions. The County is not responsible for any loss, corruption, or unauthorized access to personal data if a user fails to comply with this policy.

### **Records Retention**

Any County Data stored or maintained in a cloud storage solution is subject to the Okaloosa County Records Retention Policy and must be retained in accordance with the appropriate retention period as detailed in the County's Records Retention Schedule. Additionally, all stored records may be subject to

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public disclosure under the Florida Public Records Law (Chapter 119, Florida Statutes), unless exempt or confidential under state or federal law.

### Enforcement

Failure to comply with and/or attempts to circumvent the Okaloosa County Cloud Storage Policy may, at the discretion of the County, result in the suspension, limitation, or removal of the use of County technology resources and infrastructure, disciplinary/corrective action, and/or possible termination of employment IAW the HR Policy Manual, Chapter XXIX – Communications Policy, Section F – Use of Equipment and Section M - Compliance.

### Revision History

Revision Date	Summary of Change
04/24/2025	Document Creation

IT Director Approval  
Signature/Date