



POLICY STATEMENT

Policy Name	External Application and Data Hosting		
Policy #	805	Category	Information Management
Policy Sponsor	Associate Vice-President, Information Technology Services	Previous Revision Date	May 8, 2007
Policy Approved by	President & CEO	Issue or Revision Date	May 8, 2007
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	May 2012

See the related [PROCEDURES](#).

PURPOSE

In special circumstances, SASKPOLYTECH may make use of external application and data hosting service providers to address unique program or administrative department needs. A policy is required to define when a server provider can be used and to ensure that SASKPOLYTECH data is properly secured and protected when the data is stored or hosted on external systems.

POLICY

1. Use of external application and data hosting service providers will be considered providing the following conditions are met:
 - a) The required application or service is not available and cannot reasonably be established within the SASKPOLYTECH information technology infrastructure.
 - b) The service providers' server and data storage are located in Canada. The service provider must agree to notify SASKPOLYTECH in writing of any intention or plan to relocate their services outside of Canada.
 - c) The service provider provides complete and full disclosure regarding backup and data protection services including, but not limited to, safeguarding of any personal student, faculty or staff member data that may be stored on the remote server.
 - d) The service provider will ensure, to the best of their ability, that SASKPOLYTECH data is not accessed by any government or department or agency of government whatsoever, without SASKPOLYTECH's prior written consent.
 - e) The service provider will immediately advise SASKPOLYTECH of any request to access SASKPOLYTECH data by any government or department or agency of government, including who has made the request, the date of the request, and a copy of the request, if in writing.
2. Information Technology Services' approval of all requests for use of external application and data hosting services is required prior to any contractual commitment to the service provider.
3. External application and data hosting agreements in place prior to April 1, 2007 will be exempt from this policy.