ONEDRIVE GUIDANCE

Document Control Sheet

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Author:	Iain Jackson, Governance, Risk and Safety Manager
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Revision History

Version	Date	Summary of Changes	Author
0.1	21/06/21	Original draft	Iain Jackson
0.2	01/09/21	Changes to guidance	Iain Jackson

Approvals

Approved by	Date	Version
Customer Services DMT	23/09/2021	V1.0

1. Introduction

1.1 OneDrive is a cloud based storage area, which is available to all users with a Microsoft 365 licence. It is the replacement for user's H:drives, which is a dedicated area only available to an individual user within the corporate network.

1.2 It is important that users are aware of the agreed use of OneDrive, which is outlined in section 2 below. All information within the Council and HSCP's network must be managed appropriately, and staff fully informed of the correct and safe use of the applications available.

Further information and general guidance can be found within the ICT Acceptable Use Policy.

2. Use of OneDrive

2.1 OneDrive can be used by employees to store a limited amount of their own individual information. It may also be used as a short term repository for draft work documents and private HR-related information which is not suitable for shared information areas. It must not be used as a permanent storage area for work-related information, and no third party personal information (i.e. client or customer information) should be stored within a user's OneDrive.

2.2 It is the responsibility of all members of staff to manage the information they choose to store within OneDrive appropriately. It is important that all information is managed in accordance with legislation, including:

- The Data Protection Act 2018 / GDPR
- Freedom of Information (Scotland) Act 2002
- Public Records (Scotland) Act 2011

2.3 This includes ensuring that work-related information is stored in the appropriate place within the corporate network, and not within your personal drive. This is essential to ensure compliance with the legislation mentioned above. Argyll and Bute Council has a duty under the Public Records (Scotland) Act 2011 to ensure the records created and held by the organisation are managed correctly, and staff must ensure any records they are responsible for are stored within the correct areas.

2.4 The Council is also obliged to comply with Freedom of Information legislation, and staff must ensure information is stored correctly to ensure relevant data can be accessed in response to any requests for information.

2.5 Third party personal data (i.e. personal data relating to clients, customers etc) must not be stored within OneDrive. Managers may store HR related information which is not suitable for storing within HR systems within their OneDrive, and must ensure that this as managed correctly in line with retention and disposal requirements.

2.6 Examples of information suitable for OneDrive

- Your latest PRD, or related documents
- Your own HR forms (i.e. sickness absence, maternity etc)
- Draft non-sensitive work documents, with no personal information within them
- Employee files not suitable for storing within HR systems – only to be held by Managers.

2.7 Review and maintenance - Users must actively check the files stored in their OneDrive, and take action to remove any data not required to be kept, or not appropriate for OneDrive. Other Microsoft applications will occasionally store data within OneDrive as a default (i.e. if you transfer a file within a 1-1 Teams chat, a folder will be created within OneDrive and a copy of the file stored there).

2.8 Termination of employment - Users will be responsible for ensuring any work-related information is moved from OneDrive when they leave employment with the Council. Any personal information stored in OneDrive should be removed from the drive. OneDrive will be accessible for a period of 30 days after termination of employment, and during this period ICT staff may access any data which remains in the drive.

2.9 Retention - No automatic retention policy will be applied to OneDrive, data will be held in that area unless manually moved or deleted. Users should ensure they delete information they no longer require.

2.10 Storage limit and monitoring - No storage limit is currently in place within OneDrive, the standard 1TB of space is provided to all users. The ICT service may monitor useage levels and contact users if large amounts of space are seen to be in use.

2.11 Backup - Deleted items are held within a OneDrive recycle bin and then automatically deleted after 93 days. No recovery of deleted files will be possible after this point..

3. Dos and Don'ts

Do:

- Use OneDrive for your own personal HR information, such as absence forms, PRDs etc
- Manage any employee information you need to store in OneDrive appropriately
- Ensure you do not store any client or customer personal data in your OneDrive
- Know where to store records and information within your service – contact your information management rep, or your manager, if you're not sure.
- Delete any information you no longer need

Don't:

- Use OneDrive as a storage area for work-related information – if you don't have an appropriate place for certain data, speak to your manager or information management service rep for advice
- Keep copies of corporate policies / procedures etc in your personal drive – as you may end up with an out-of-date copy. Try to keep links to the original locations, or keep pages marked as favourites in your browser.
- Keep copies of work-related information in your personal drive, as this may result in data being held for too long
- Use OneDrive to store any third party personal data, other than managers holding certain HR information which cannot be stored elsewhere

Further Guidance

For technical questions about using OneDrive, please contact the ICT Service Desk

If you have any questions about the type of information that can or can't be stored in OneDrive, please contact the Compliance and Regulatory team

Link to records management guidance documents and service rep info on the Hub