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# UOC cloud file storage use policy

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Security Committee

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1 April 2025

## Version log

Version	Date	Sections	Description of the change
00	29 April 2015	All	Original document
01	17 February 2025	All	Updated to reflect the current situation at the university

Written by	Revised by	Approved by
-	-	Executive Management Committee 30 July 2025
Clara Beleña Information Security Officer 17 February 2025	Security Committee 1 April 2025	Executive Board 19 May 2025

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## 1. Purpose

The **Universitat Oberta de Catalunya** (hereinafter "the UOC") allocates cloud file storage space to members of the university community and network.

The cloud file storage space may be a service outsourced by the UOC to a third party. In this case, the UOC guarantees that the service provided complies with the privacy and security policies in force under applicable legislation. Nevertheless, users are required to comply with the terms established for the service by the provider.

The university has, therefore, determined the need for a cloud file storage use policy (hereinafter, "the Policy") that establishes terms for using this service and the rights and responsibilities of users.

This policy is constantly monitored and will be amended in accordance with any changes to the structural, organizational or legal conditions that may affect the UOC.

## 2. Scope of application

The cloud file storage use policy applies to **all users of this service offered by the UOC**, regardless of the group to which they belong in the university community. It also applies to members of the university network who have access to this service.

It is compulsory to adhere to the terms and guidelines included in this document, unless explicitly stated otherwise.

## 3. Terms of use of the file storage space

Users of the cloud file storage space are required to comply with the recommendations and regulations set forth in this Policy and will be held liable by the UOC and third parties for any actions they carry out in this space.

The cloud file storage space is **intended for strictly professional and academic use in the context of the user's role at the UOC**. Accordingly, the UOC reserves the right to access the files stored in the cloud in order to coordinate and guarantee the continuity of the UOC's activity, protect its information systems and ensure that it is not liable for any unlawful use made of this space.

The UOC may rescind access to the cloud file storage space and delete content when the user ceases to work with or is no longer linked to the university. The university may also rescind a user's access if it considers that they are misusing the space. It is not required to give the user prior notice.

Any exception to the terms of use of the cloud file storage must be authorized by UOC management. Under no circumstances may users fail to comply with the terms established herein.

## 4. Permitted and prohibited uses of the file storage space

The cloud file storage space allows members of the university community to store documents and share them with others both within and outside the Virtual Campus. This space is intended for strictly professional and/or academic use in the context of the user's role at the UOC. The UOC is not liable for any private use made of this space by users.

It is forbidden to use the cloud file storage space for professional activities not related to the user's role at the UOC.

It is forbidden to use the file storage space in any way that violates the rights of third parties or the UOC, or that breaks the law.

## 5. Implementation of the Policy

The use of the file storage space is subject to the provisions of this Policy, the [code of conduct](#) and the [UOC's regulations on acceptable behaviour](#).

Regulations are also established for certain groups, with the rights and responsibilities specific to the activity they are carrying out in terms of their relationship with the UOC.

## 6. Repeal of regulations and standards

This Policy replaces and repeals the cloud file storage use policy approved by the UOC Security Committee on 29 April 2015.

## 7. Approval of the Policy

This Policy has been approved in accordance with the provisions of the Policy concerning roles and responsibilities in the approval of the UOC's internal regulations.

## 8. Consequences of failing to comply with these regulations on the use of the file storage space

Notification of non-compliance with the regulations contained in this Policy will be formally issued in writing, without prejudice to any disciplinary measures that may be applicable.

## 9. Confidentiality

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