Information Security Guide for Small Businesses
Cloud Service Security and Privacy

Selecting Cloud Service Providers

Read the terms of service, as well as the security and privacy policies carefully. Choose a service that matches the relevant security and privacy requirements

Check whether the service provider has the rights to use, disclose or make public sensitive data owned by the user

Ensure that the service provider puts in place adequate measures to protect and encrypt sensitive data

Ensure that the data can be safely and permanently erased upon service cancellation

Understand whether and how the data and service can be migrated to another service provider

Guidelines to Cloud Service Users

Perform regular backups for data stored on the cloud

Prudently evaluate the necessity of storing sensitive data on the cloud

Classify users into groups by roles and assign them with different access rights

Encrypt sensitive data prior to transmission to the cloud

Adopt strong authentication and use different passwords for different services

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INFOSEC
Office of the Government Chief Information Officer

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