



eduhub.ch webinar, 5<sup>th</sup> Oct. 2017

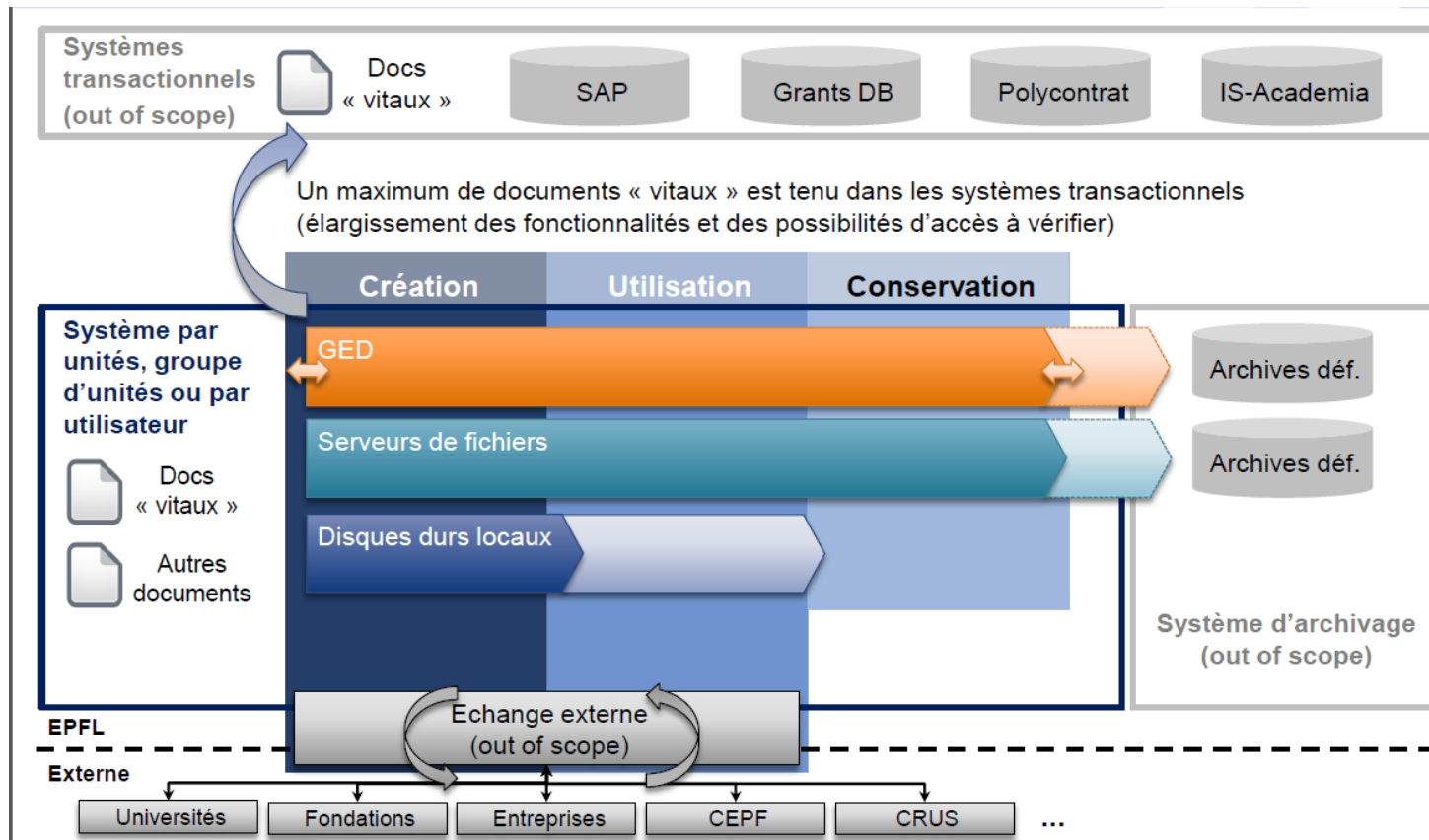
## G Suite at EPFL

Didier Rey



# Need: Document Management

EPFL was looking for a tool support the **creation** and **sharing** of documents;  
archiving = second priority



# Cloud Services: Legal Analysis

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A **legal analysis** has clarified the possibilities and the limits of cloud services

**Legal framework** applicable to EPFL:

- Federal Act on Data Protection (FADP)
- Loi sur le personnel de la Confédération (LPers) / Bundespersonalgesetz (BPG), specifically the article 22 reg. official secrecy
- Freedom of Information Act (FoIALoi)

According to the Federal Data Protection and Information Commissioner (FDPIC), data under the **FADP** or **official secrecy** cannot be stored or processed in a cloud which is not **100% Swiss**: processing and storage in Switzerland, fully operated by Swiss companies

# Deployment of Cloud Services at EPFL

1. Using cloud services is **strategic** for EPFL, within the legal framework
2. The Vice Presidency for Information Systems (VPSI) is in charge of the **transition** towards cloud services; VPSI is in charge of assessing the **T&C** of cloud vendors
3. The **business units** (labs, central services) **owning the data** are responsible for assessing if FADP or official secrecy apply for using a cloud service, with the support of the **Data Protection Officer** (hiring in progress)
4. The **users** are regularly **informed** by VPSI and DPO  
They are responsible to manage their data and documents according to the guidelines

KB0012869

## Google Apps for Education FAQ

English • Authored by Michel Naguib • 6d ago • 479 Views • ☆☆☆☆☆

### Résumé

Google Apps for Education FAQ

### Solution Détaillée

1. How to access my Google Apps for Education space ?
2. Why can't I use my Gmail personal account ?
3. What is my password ?
4. Which Google applications can I use ?
5. What kinds of documents can I store in Google ?
6. If I can't use Google for Education, what alternatives are available ?
7. Who can access my Google storage space ?
8. How to recover deleted items ?
9. Can I perform a personal backup of my data ?
10. Can I use EPFL groups ?
11. Why is Google asking me for my mobile phone number ?
12. I can no longer connect to my personal Google Account
13. How to copy documents from my old private account on the new EPFL account?
14. Can I use Gmail or Google Calendar EPFL on my account?
15. I have a personal Google account @epfl.ch and I can not login anymore ?

You can also consult our article on our official secrecy [here](#)

# Document Management & Research Data

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Research data are produced, processed and stored in the context of a research project

**Sensitive** projects are well identified (e.g. medical, nuclear, patent, etc.)

EPFL is committed to **Open Access**

As a consequence, **research data of non-sensitive projects** cannot be deemed under FADP or official secrecy and can be stored and processed on a cloud service, provided that the T&C of the cloud service have been validated

This is the case for **G Drive**

- EPFL has signed a contract with Google (Google Apps for Edu)
- In addition, EPFL single sign-on is used for G Drive

# Document Management & Administrative Data

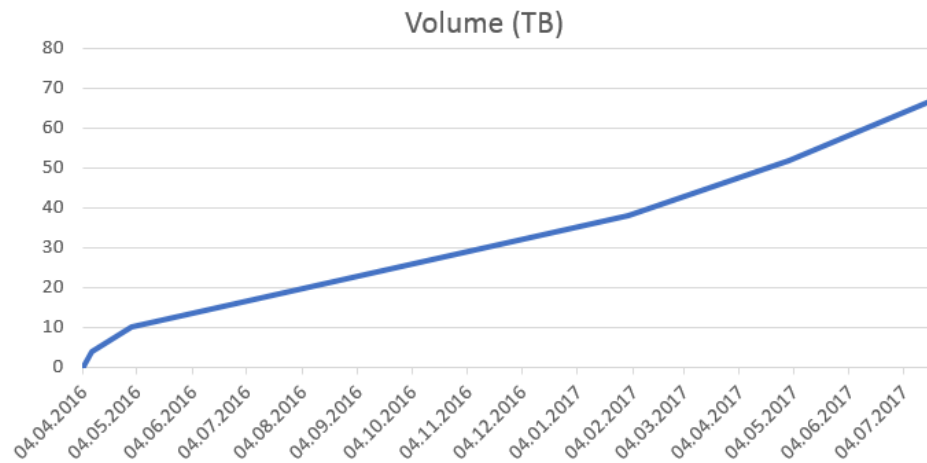
Administrative documents must currently be assessed on a case by case basis  
EPFL aims at defining a **data classification** coupled with guidelines

<i>Document category</i>	<i>Storage &amp; processing</i>	
	<i>Cloud (EPFL validated)</i>	<i>Internal solution</i>
Public document	OK	OK
Internal use document, limited to EPFL and its partners	OK	OK
Confidential document, limited to a closed list of recipients	OK	OK
Legally protected document (FADP or official secrecy)	Prohibited	OK

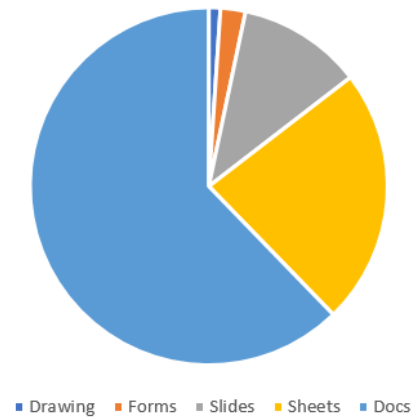
**Precautionary principle:** administrative documents are processed on EPFL's internal systems and users who wish to use EPFL validated cloud solutions are responsible for evaluating the classification of the documents concerned and avoiding using cloud services for legally protected documents

# G Drive Stats (July 2017)

2'700+ users have stored 10 or more documents, vast majority (90+% ) are researchers



Split by document type (excl. uploads)



# Cloud in General at EPFL

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## Cloud services validated by EPFL

- SWITCHdrive, SWITCHengines
- G Suite
- ServiceNow
- Doodle
- CrossKnowledge

## Issue

G Suite: EPFL single sign-on for researchers seems to be an issue when it is the keystone...  
When Google Scholar affiliation meets their requirements!

## Next steps

- Clarify official secrecy: ETH domain -> swissuniversities -> ???
- Google Cloud?
- AWS?
- Others...





Thank you!

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