# New cloud service: NAME

## Contact person

Please indicate who is behind this request. At least the name and email address should be included.

## Description of the need

Describe briefly what needs the service will solve and who will use it.

## Description of the service

Please describe the service briefly. Please include a link to more complete information from the provider.

## Location of the supplier

Indicate where the supplier is located (has its registered office).   
This information is needed to ensure the supplier’s place of residence. For some countries, additional security measures are required Go to the provider’s website and read About us/About us or under contact information.

## Data Processing Agreement (PUBA)

For some cloud services, a personal data processing agreement is required to be signed with the provider. Please indicate whether the service requires a specific contract:

yes  no  don't know

Alternative solutions

Please give a brief description of the alternative services available. Pay particular attention to the services already available at Miun.

Information processed in the service

Describe what information is included, e.g. which personal data will be processed and what other data will be stored in the service. Take particular care to describe all types of personal data to be included. Based on the description, an information classification will be carried out.

Justification

Please explain briefly why this particular service has been chosen over the options. It is particularly important to justify a new service if there is already a similar one at Miun. Explain why the service is not considered to pose unacceptable risks to Miun.

Definition of personal data

Personal data is any kind of information that can be directly or indirectly linked to a person who is in life. This may include, for example, name, contact details and social security number.

Decisions

The decision is written by the Infrastructure Department and approved by the Head of the Infrastructure Department. The decision contains results from information classification and possible accessibility review, as well as completed price control and what conditions the service is approved or why it is not approved.

Information classification

Information classification is carried out by the cloud service group and it is the confidentiality value that is produced based on the content of the application

K-value: x

Justification:

## The process ahead

1. Send the file to itsupport@miun.se, enter the cloud service application in the subject line
2. The documentation is reviewed by the cloud service group and the request for any additional information is sent
3. Information classification and possible impact assessment carried out/requested
4. Verification of service (licence model, cost, alternative services, etc.)
5. Decisions on approval or refusal are sent to the Head of the Infrastructure Department
6. Approval and refusal decisions are sent to the cloud service group, contact person and registrar
7. Approved cloud services are published on the software page and posted as a novelty
8. Unapproved cloud services are published on the cloud services page.