

## **TCS Public File Share Approval Form**

The use of any fileshare applications (e.g., Drop Box, Google Drive, iCloud, Microsoft OneDrive, etc.) shall not be used without approval of the Executive Director in collaboration with IT personnel. Such approval will only be granted if: 1) the filesharing need is necessary for business operations; 2) all data is encrypted prior to transmitting to fileshare and while data is stored on public share; or 3) the filesharing service provides commercial grade encryption and security and will sign a current BAA.

Requested By:		Date of Request:	
File Share Service Requested:			

**Describe Purpose of Requested File Share and who needs access to share:**

**Describe Type of Data to be included in public file share:**

**Describe why this filesharing necessary for business operations:**

**Describe level of commercial encryption technology used to secure data in transmission and while stored in public site.**

**Is the vendor willing to sign a TCS Business Associate Agreement?**

**Identify any Service Costs:**

**Authorization:**  Approved  Denied  On Hold (explain):

David Turner		
<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>

**Conditions for Approval or Rejection:**