

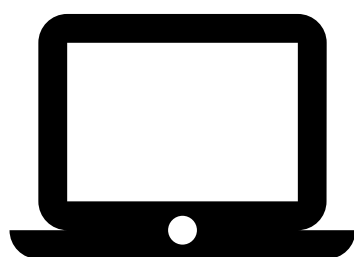
5 THINGS TO KEEP IN MIND WHEN LOOKING INTO A CLOUD-BASED DATABASE

ACCESS BY THE CLOUD-BASED COMPANY



- How does the company secure your data?
- How might the company purposefully or inadvertently share data?
- How much control does the agency have over access to and retention of its own data?

AGENCY ACCESS



- How will you need to change your policies and procedures if staff can access data outside of the physical agency?
- How will a power failure affect access to your online based data?

DATA DISCLOSURES



- How will the company respond to a subpoena or search warrant?
- What will happen to your data if the company closes or changes ownership?
- Does the ability of the company to see your data violate federal confidentiality obligations?

SECURITY



- How will you be informed if your data has been breached and how will the company address the breach?
- Does the company have any encryption in place?

RETENTION & DESTRUCTION POLICIES



- Does the company back up your data to ensure against loss?
- Does the company hold your data in multiple places?
- How will the company handle retention and destruction of data?