

## Microsoft 365 Data Residency

In Nova Scotia, personal information<sup>i</sup> is protected by the Freedom of Information and Protection of Privacy Act (FOIPOP)<sup>ii</sup> and the Personal Information International Disclosure Protection Act (PIIPDA).<sup>iii</sup> FOIPOP requires us to take reasonable security measures to protect personal information, and PIIPDA stipulates that personal information may only be stored outside of Canada when certain conditions are met. Our Microsoft 365 services satisfy the security requirements of FOIPOP, and the core features of Microsoft 365 are hosted in Canada.

For Microsoft 365 apps that store data outside of Canada, the University has approved and reported this in accordance with PIIPDA, so University staff may use these apps for storing personal information.

The table below outlines where our Microsoft 365 apps store data. Whether in Canada or in the USA, your Microsoft 365 data is stored in highly secure and audited datacenters.

App	Data Residency
Calendar	
Excel	
Forms <sup>iv</sup>	
Forms for Excel <sup>v</sup>	
Groups <sup>vi</sup>	
Mail/Outlook	
OneDrive <sup>vii</sup>	
OneNote	
People	
Planner	
PowerPoint	
SharePoint	
Stream Classic (End of Life April 2024) <sup>viii</sup>	
Stream (New Stream)	
Sway	
Tasks	
Teams	
To-Do	
Viva Engage (FKA Yammer)	
Whiteboard	
Word	

<sup>i</sup> Personal information is defined as recorded information about an identifiable individual including name, address, phone numbers, birthdate, medical history, religion, gender, age, ID numbers, IP addresses, educational history, employment

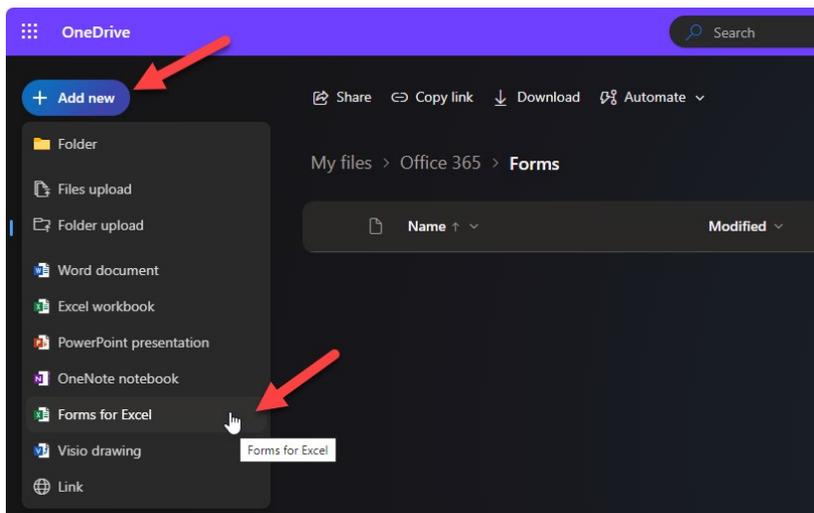
history, or financial history. It also includes an individual’s personal views or opinions, and anyone else’s opinions about an individual.

ii For more information about FOIPOP, please see the website for the Office of the Information & Privacy Commissioner at <https://foipop.ns.ca/>.

iii For more information on PIIDPA, please see this FAQ on the Nova Scotia Department of Justice website at <http://novascotia.ca/just/IAP/PIIDPAquest.asp>, or you can read the Act at <http://nslegislature.ca/legc/statutes/persinfo.htm>.

iv Because Forms data is stored in the United States, IT&S recommend that you use Forms for Excel, Forms in a Teams site, or the Mount’s LimeSurvey software, which stores data in Canada. To request a LimeSurvey account, please contact Brenda Gagne at the Research Office at [brenda.gagne@msvu.ca](mailto:brenda.gagne@msvu.ca).

v Forms for Excel and Teams site Forms offer the same web interface as Forms, but the data is stored in Canada. You can create a Forms for Excel from OneDrive or from a Teams site. Forms for Excel created from your OneDrive will store the data in your OneDrive. Forms for Excel created in a Teams site stores the data in the Teams site’s SharePoint site. Your OneDrive and the Team’s SharePoint site both store the data in Canada. Create a Forms for Excel in a Teams site by adding a Forms app to your site. Create Forms for Excel in OneDrive by opening the OneDrive web app, click “+ Add New”, and then click “Forms for Excel”, as in this screenshot:



vi The names and membership of Outlook Groups and Planner sites are visible to all campus users, so IT&S advises against using them for administration. They are best for teaching and ad hoc collaboration; instead, departments, committees and projects should use SharePoint sites, especially if they store University records. To request a SharePoint site, contact the IT&S Help Desk at [helpdesk@msvu.ca](mailto:helpdesk@msvu.ca) or 902-457-6538.

vii OneDrive and SharePoint can sync data to your desktop computer or laptop, but that may not be compliant with FOIPOP because it might be considered insecure. We recommend that you do not use OneDrive nor SharePoint syncing.

viii The original Classic Stream app, located at [web.microsoftstream.com](http://web.microsoftstream.com), stores your videos on servers in the USA. The Classic Stream app is being transitioned to a new version of Stream which stores your videos files on your OneDrive, in Canada. As of April 2024, the Classic Stream app may not be available any longer.