Office 365 Data Residency

In Nova Scotia, 3rd party personal information[i] is protected by the Freedom of Information and Protection of Privacy Act (FOIPOP)[ii] and the Personal Information International Disclosure Protection Act (PIIPDA).[iii] FOIPOP requires us to take reasonable security measures to protect personal information, and PIIPDA stipulates that personal information should not be stored outside of Canada, unless absolutely necessary. Our Office 365 services satisfy the security requirements of FOIPOP, and the core features of Office 365 are hosted in Canada.

For apps that store data outside of Canada, the University has approved and reported this to the Department of Justice, so University staff legally can use these apps for storing personal information. However, when using US-based apps to collect personal information, staff should inform users of this at the point of collection to ensure informed consent.

The table below outlines where our Office 365 apps store data. Teams stores some data in Canada, and some in the USA, so see the Teams Data Residency section below for more detail.

Whether in Canada or in the USA, your Office 365 data is stored in highly secure and audited datacenters.

App	Data Residency
Calendar	🇨🇦
Class Notebook	🇨🇦
Delve	🇨🇦
Dynamics 365	🇺🇸
Excel	🇨🇦
Flow	🇺🇸
Forms[iv]	🇺🇸
Groups[v]	🇨🇦
Mail/Outlook	🇨🇦
OneDrive[vi]	🇨🇦
OneNote	🇨🇦
People	🇨🇦
Planner[v]	🇺🇸
PowerApps	🇺🇸
Power BI	🇺🇸
PowerPoint	🇨🇦
SharePoint	🇨🇦
Skype for Business	🇺🇸
Staff Notebook	🇨🇦
Stream	🇺🇸
Sway	🇺🇸
Tasks	🇨🇦
Teams	🇺🇸 🇨🇦
To-Do	🇺🇸
Word	🇨🇦
Yammer	🇺🇸

Teams Data Residency

The Teams app really is a combination of other apps plus Teams chat and meeting functions. Any apps you add as tabs in a Teams site will store data in the app location listed in the table above. For instance, Forms data is stored in the USA, but a OneDrive folder would be stored in Canada. Recorded Teams meetings are stored in Stream, which stores recordings in the USA.

The following table outlines the data residency of the Team-specific functions.

Teams Item	Data Residency	Notes
Channel conversations	🇺🇸	
Chat messages, including 1:1 chats, group chats, and meeting chats	🇺🇸	
Files under the "Files" tab, and files shared during channel conversations	🇨🇦	These are stored in SharePoint, which stores data in Canada
Emails sent to channels	🇨🇦	Emails sent to the channel are stored in a folder called "Email Messages" within the channel's SharePoint document library found under the "Files" tab
Files shared during 1:1 and group chats	🇨🇦	A copy is also stored in your OneDrive "Microsoft Teams Chat Files" folder
Images shared during chats	🇺🇸	
Meeting recordings	🇺🇸	Meeting recordings are stored in the Stream app, which stores data in the USA; note that recordings of university administrative meetings may be subject to FOIPOP and University retention policies, in which case they must be retained for at least one year and for not more than dictated by the relevant retention policy
Files shared during a meeting chat	🇺🇸	A copy is also stored in your OneDrive "Microsoft Teams Chat Files" folder
Voicemail messages	🇨🇦	Voicemail messages are stored as an email in your Outlook mailbox
Wiki notes	🇺🇸	A copy is also stored in your OneDrive, in the "Microsoft Teams Data" > "Wiki" folder

Call details/metadata	🇺🇸	

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[i] Personal information is that which can be used to identify a person, such as name, address, phone numbers, birthdate, medical history, religion, gender, age, ID numbers, IP addresses, educational history, or other demographic information. It also includes opinions of and decisions made about people.

[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 inform users of this on your web form by including a privacy statement such as "Note: Your submission for this form will be stored in the United States." Alternatively, you can use the Mount's LimeSurvey software, which stores its data on campus. To request a LimeSurvey account, please contact Brenda Gagne at the Research Office at brenda.gagne@msvu.ca.

[v] 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 or 902-457-6538.

[vi] 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.