



## Service Description – CloudDrive



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## 1. Introduction

The purpose of this document is to detail the CloudDrive service according to ITILv3 standards. “

It sets out:

- the key features of the service;
- responsibilities; and
- how you can use the service.

As with all services, we are at times dependent on you, as the Client, to take certain steps to enable us to properly provide the Calligo Service Management. We have described, by way of a RACI matrix, how our responsibilities will be apportioned and what we require from you.

This is intended to help you to identify what we do and, perhaps just as importantly, what we don't do in respect of each service. If you believe any area of responsibility (whether on our behalf or yours) needs to be amended or updated, please contact us at <https://calligo.cloud/io>.

This Service Description is subject to change from time as time, as our services develop to meet our client's needs. We will notify you in writing of such changes as they occur.

If a conflict exists between the terms of (a) our Master Services Agreement and/or standard terms and conditions and (b) this Service Description, the terms of the documents listed at (a) shall govern.

The Service Description forms part of the service design and is used to document the key elements of the service.

## 2. Service Information

CloudDrive is a multi-tenant solution for file storage and sharing.

### 2.1. Key Product Features

- Access files from anywhere via HTTPS or supported applications
  - Dedicated, logically separated, per user space and quotas on Calligo S3 storage
  - Calligo S3 Storage encrypted at rest to 256bit AES
  - Encrypt data via the service independent of provider to 256bit AES
  - Multiple copies of data for resiliency in site and across sites for Calligo S3
  - Option to have secondary copies for enhanced data protection across providers
  - File synchronisation to client device when using the client application
  - File sharing with non CloudDrive users via download link (password protected if required) or direct sharing with other CloudDrive users
  - Single sign on with other Calligo services
  - Web interface for file access and management functions
  - File versioning and undelete option
  - Global file policy applied to all data passing through service regardless of provider
  - Full indexing with search PII (personal identifiable information) alerting
  - Collaboration with comments and authorisation workflows
  - Custom access groups for file sharing internally
  - Create drop folders with own security for external customers or partners
- CloudDrive access clients available for phones and / or workstations on Linux / MAC and Windows

Optional Features (available on request)

- integration with client domain for single sign on for authentication
- Integration with third party storage provider
- Manage your own file policies

### 2.2. Locations of Service

The service is available in the following Calligo locations:

- Jersey

Data can be hosted at the following Calligo datacentres:

- Jersey
- Guernsey
- London
- Toronto

Data may also be hosted on any of the supported third party storage providers, details of the latest supported list can be found at – <https://calligo.io/compatibility>

## 2.3. Relation to other services

The service is dependent on the following services:

- None

## 2.4. Using the service

Client can perform the following with the service:

- Copy, upload and create files to file space
- Synchronise files to client devices
- Share documents to any user
- Recover deleted files via the web interface
- Manage previous file versions via the web interface
- Search through all file data
- Tag and comment on all files as required

The Client's use of the service is based on the following assumptions; -

- That the Client will follow secure computing best practices
- Be responsible for any remedial work required to its own or third party applications and services, unless otherwise agreed with Calligo.

If the Client fails to meet those assumptions, Calligo will not be able to provide this service in the manner intended, if at all.

## 2.5. Requesting additional resource

To request additional storage will require a service request ticket that will be actioned according to the Calligo Service Desk response times based upon priority of the request. The current Calligo Service Desk SLA's are published at <https://calligo.io/licences>.

## 2.6. Commercials

The latest prices per unit are available from our Account Management team and/or as contained in your SOW.

## 2.7. Service Levels

Service Availability target = 99.9% per calendar month. The service is available 24 hours 365 days a year.

If availability on a monthly basis falls below 99.9%, we will provide credits for the service affected as described below:

Monthly Uptime Percentage < 9.5%	Service Credit - 10% (of monthly charge)
Monthly Uptime Percentage < 99%	Service Credit - 25% (of monthly charge)

(For further information, please see our Service Level Agreement - <https://calligo.io/licences>).

## 2.8. Access to service

Clients can access the service by using one of the supported client applications. Details of the latest supported list can be found at - <https://calligo.io/compatibility>.

## 2.9. Levels of Access

Clients can have the following level of access, providing an increased level of control and adherence to governance..

- Users – Can store and access files on the service. Setup sharing and synchronise files.
- Team folder administrators – Can setup and manage shared folders for use by the organisation to store data
- Administrator (optional) – Manage settings and policy for the organisation

## 2.10. Responsibilities

The service has split responsibilities to deliver all functionality and the following responsibilities are defined for each party:

### 2.10.1. RACI Definitions

- Responsible - Those who do the work to achieve the task. There is at least one role with a participation type of responsible
- Accountable - The one ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible. In other words, an accountable must sign off (approve) work that responsible provides. There must be only one accountable specified for each task or deliverable
- Consulted - Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication
- Informed - Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication

## Matrix

Item	Responsible	Accountable	Consulted	Informed
Configuration, monitoring and management of the CloudDrive infrastructure	Calligo	Calligo		
CloudDrive licensing	Calligo	Calligo		
Requesting user account creation, modification and deletion	Client	Client		Calligo
Configuring user account creation, modification and deletion	Calligo	Calligo		Client
Configuration and management of end user devices	Client	Client	Calligo	
Configuration and management of end user CloudDrive applications	Client	Client	Calligo	
Internet connectivity for end user devices	Client	Client		
Configuration of file sharing, permissions, folder structure and distribution	Client	Client		
Configuration of company file policies	Calligo	Client		
Setup of third party storage	Client	Client	Calligo	
Management of file versions and recovering deleted files	Client	Client	Calligo	

## 2.11. Documentation and Training

The end user documentation for this service is found on the Calligo Supportal, this will be updated as and when the service is changed. <https://viaje.cloud/support>

There is no formal training provided by Calligo for this service.

## 2.12. Standards and Policies

This service is compliant with the following compliance standards and policies up to the responsibility boundaries:

- ISO 9001



- ISO 27001
- SSAE 16 SOC 1 – Type 1

### 2.13. Backup and Restore

The servers that provide the service are replicated to another data centre for recovery of the service if required. File data is not backed up but the service maintains copies of deleted files which can be recovered and file versions which can be reverted to, these are managed via the web interface or CloudDrive application. Clients can opt to have a secondary storage location as a backup to the primary which does not commit deletes.

Restores of the service are managed by Calligo and will be initiated if a loss of service is in progress.

### 2.14. Scheduled maintenance windows

The service requires a regular maintenance windows to ensure that it is updated and patched as required by Calligo's standards. The scheduled maintenance is taken into account by any Service Level Agreement (SLA) for the service so as not to reduce its overall availability. Details of all scheduled maintenance windows can be found at – <https://calligo.cloud/licences>.

## 3. Appendices

### 3.1. Appendix A – Availability Table

Availability %	Downtime per month
90% ("one nine")	72 hours
95% ("one and a half nines")	36 hours
97%	21.6 hours
98%	14.4 hours
99% ("two nines")	7.20 hours
99.5% ("two and a half nines")	3.60 hours
99.8%	86.23 minutes
99.9% ("three nines")	43.8 minutes

### 3.2. Appendix B – Glossary

**256bit AES** – An encryption algorithm that keeps data secure. The larger the bit number the harder it is for the data to be decrypted without the key.

**Active Directory Federation Services (ADFS)** – A Microsoft Windows service to allow two domains to exchange authentication credentials via an encrypted connection over the internet.

**Active Directory Synchronisation** – A tool to copy user accounts from one domain to another and keep the passwords in synchronisation.

**Application consistent** – A point in data where the application that uses it will always see it as valid as opposed to crash consistent where the data may be incomplete.

**DNS (Domain Name Service)** – A computing service used to translate an IP address to a name. Used both for public domains such as [www.xyz.com](http://www.xyz.com) and private internal domains.

**GB** – Gigabyte of capacity, 1 GB = 1024 Megabytes.

**Gold Build** – Template from which other virtual machines can be provisioned from. Contains all the required OS and software pre-installed.

**High Availability** – A configuration that provides for the loss of components within a site and maintain the service that is being delivered without the need to recover from backup or switch to another site.

**Infrastructure as a Service (IaaS)** – A service that provides computing resources such as memory, CPU, networking and disk to allow for virtual machines to be hosted in a resource consumption based model.

**Input Output Operations Per Second (IOPS)** – A unit of measurement for disk storage performance.

**ITILv3** – Version 3 of the Information Technology Information Library which is a collection of best practice processes and documents to manage an information technology company.

**Multiprotocol Label Switching (MPLS)** – A network connection for high performance networking over the internet that can use quality of service to provide better reliability.

**MB** – Megabyte of capacity, 1 MB = 1024 Kilobytes.

**Multi-tenant** – Shared service or resources to provide a commodity of scale service where users pay for a subset of the service or resources as is required by the user.

**Platform** – A grouping of technology and services that provide the overall service that is being delivered.

**Platform as a Service (PaaS)** – A service that provides tools to create computer applications without the need to run virtual machines that have operating systems (OS). The service is consumed on a resource consumption model.

**Point-to-Point (P2P)** – A private physical network connection between two locations not over the internet.

**Protection Group** – A group of virtual machines that are replicated together for consistency.

**Public IP Address** – A unique computerised address used in computer networks to define destinations for communication on the internet.

**Recovery Time Objective (RTO)** – The time in which a protected item can be made available for use after recovery.

**Recovery Point Objective (RPO)** – The point at which any protected item can be recovered to. This stipulates the potential amount of lost time or data.

**Single sign-on** – The use of a single credential to access multiple services or applications.

**Software as a Service (SaaS)** – A service that provides access to an application for use without access to any associated OS or infrastructure required to run that application. The service is consumed on a resource consumption model.

**Solid State Disk (SSD)** – A disk with no moving parts offering greater performance than traditional hard disk drives (HDD).

**Storage Volumes** – A logical partition of a storage system used to hold specific data.

**TB** – Terabyte of capacity, 1 TB = 1024 Gigabytes.

**Two Factor Authentication (2FA)** – The use of a secondary one time passcode in addition to a username and password to gain access to a service or application.

**User Persona** – Settings and data specific to a user's configuration of an operating system or application. Allows for these settings to be transferred between virtual machines.

**Virtual datacentre (vDC)** – A logical representation of a physical datacentre's resources such as CPU, Memory and Disk.

**Virtual Desktop** – A virtual representation of a physical desktop comprised of memory, CPU, network and disk. The virtual desktop runs an operating system and applications.

**Virtual Machine (VM)** – A virtual representation of a physical server or desktop comprised of memory, CPU, network and disk. The virtual machine runs an operating system and applications.

**Virtual private network (VPN)** – An encrypted network connection over the internet between two end points.

## 4. Document Control

DOCUMENT OWNER & APPROVAL
The Director of Product & Service Development is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of Calligo's Information Security Management System framework.
Approved by Director of Product & Service Development, Calligo on 09 August 2019

CHANGE HISTORY RECORD				
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