

LUC extranet

Service description

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Introduction

LUC extranet is developed by using eDuuni SharePoint 2013 platform solution. Eduuni is a collaboration service environment for flexible and secure collaboration across organisation and ecosystem boundaries. Eduuni's flexibility is based on the identity management solution where a user's work email address is registered and confirmed as a user's identity (Eduuni-ID). The sign in method can be chosen by the user.

LUC extranet serves projects and offers safe workspace for documents. This service description introduces what is LUC extranet, its access levels and description of security.

Terms

CSC = IT Center fo Science Ltd.

eDuuni = Workspace for co-operation and document management (SharePoint 2013)

Extranet = An extranet is a website that allows controlled access to partners, vendors and suppliers or an authorized set of customers.

SharePoint = **SharePoint** is a web-based application that integrates with Microsoft Office. Launched in 2001, SharePoint is primarily sold as a document management and storage system, but the product is highly configurable and usage varies substantially between organizations.

Document library = A document library provides a secure place to store files where you and your co-workers can find them easily, work on them together, and access them from any device at any time.

Tiedoston versiohallinta = Minor versions 0.1, 0.2, 1.1 etc. and major versions 1.0, 2.0 etc. management

Workspace = A workspace is a unique Web site that provides team members collaboration tools and services for collaboration on documents.

Uutissyöte = You can use the SharePoint Newsfeed to start a conversation with people and to stay current with things other people post and share.

Site collection = LUC extranet and all its workspaces.

Site = Workspace

Word online = Using office applicatins in web browser.

Extranet use

Purpose and objectives

LUC extranet has been established in eDuuni for the purpose of safe collaboration on projects with members of outside organisations. Each project may be granted its own workspace for collaboration. The workspaces replace the transfer of files by e-mail. The workspaces include file storage and collaboration. The use of extranet is aimed at promoting the possibilities of projects to work in the same electronic environment while taking into account the safeguarding of the data

What may be stored on the LUC extranet?

Public and basic protection level material may be stored on the extranet. Protection level IV is complied with in accordance with the state administration guidelines

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Definition of public material

- all non-confidential materials (basic protection level and high protection level), e.g. publications, notices, public documents and materials

Examples of basic protection level files

- incomplete materials, drafts, memos
- non-public information on studying and studies
- all non-confidential materials, e.g. publications, notices, public documents and materials

What may not be stored in the LUC extranet?

No high protection level files may be stored in eDuuni.

Examples of high protection level data

- information comparable to patient health records, information about a person's health
- other sensitive information, such as union membership or client relationship with social welfare
- secret telephone number or contact information
- preparedness for accidents or emergencies and civil defence

Users and access rights

The workspace administrator determines the users and access rights of the workspace. In projects, the workspace administrator is the project manager; in other cases, groups decide on the workspace administrator. The levels of access rights are:

- Administrator
 - Full rights, may add and remove workspace users
- Editor
 - May add, edit and remove files
 - May suggest new users for the workspace
- Reader
 - May view the content and files stored in the workspace

Workspace members are listed on the right hand side of the front page of each workspace. The workspace administrator may add new users to editors and readers directly from the front page view.

Restrictions

Workspaces are to be established in the LUC extranet for extranet work only. The nature of extranet includes the need to share or work with materials together with users outside the organisation. High protection level data (protection levels III, II and I of the state administration guidelines) may not be stored on the extranet. The use of the service is supported by main users only on Windows workstations.

Life cycle

The agreement on the use of eDuuni is valid until further notice and the service is being developed continuously by CSC.

Compatibility

The LUC extranet has been implemented with the eDuuni SharePoint 2013 system, which is why the service works best with Windows and the browser Internet Explorer. Supported browsers include Edge, IE 11–IE 8, Chrome, Firefox and Safari. The workspaces can be used diversely with various terminal devices, but the scalability on mobile devices is not yet very advanced.

eDuuni includes the ability to edit Word, Excel and PowerPoint files directly from your Internet browser using Office Online. Browser editing is enabled by default, but files may also be edited in Office applications installed on the workstation. The Office integration only works with the Windows operating system.

Co-editing of files, i.e. simultaneous editing by multiple users, is possible both with browser editing and in the actual Office application. It is not necessary to sign out the file; the application automatically locks the paragraph of text where the cursor is to be edited by the user. Changes are saved in so far as the user has edited the text; saving does not overwrite the changes made by other users at the same time.

Main users

The eDuuni main users are

- Mika Nikula mika.nikula@lapinamk.fi
- Markku Taipale markku.taipale@lapinamk.fi
- Markku Kontio markku.kontio@ulapland.fi

The main users are mainly responsible for creating and adapting new workspaces as requested. Where necessary, the main users provide support in the use of eDuuni/SharePoint.

Workgroups are responsible for the access rights, content and file version management of workspaces. The workspace administrator is responsible for the data in the work space and its safe handling.

Security description

The eDuuni service environment is managed in accordance with the increased level of information security under the Government Decree on Information Security in Central Government (Vahti 2/2010). This is ensured by regular audits by CSC and an external auditor. Based on this, the services of the eDuuni service environment may be used for materials classified at protection level IV, restricted. The protection level corresponds with the basic protection level in the member organisations of the Lapland University Consortium. The eDuuni services are located at CSC's data centre in Finland.

Backup and restoration of eDuuni workspaces

The backup of eDuuni is the responsibility of CSC. For data backup, eDuuni workspaces utilise the recycle bin function of products as well as backup copies stored both on disk and on backup tapes. The eDuuni main users and workspace administrators may restore files from the workspace recycle bin. In error situations, backups created by CSC can only be restored by CSC's support.

Backup copies are stored both on disk and on backup tapes. Short-term backup is done on disk and long-term backup on backup tapes. Backups are created so that it is possible to restore individual objects on the sites.

The cycle period of backups on disk is 14 days. Backups are created of both the SharePoint farm servers and the data stored in eDuuni workspaces. Disk backups are created of data five times a day on weekdays (at 9:00, 12:00, 15:00, 18:00 and 21:00) and of servers three times a day (at 8:00, 12:00 and 18:00).

Long-term backups are created on backup tapes. The cycle period of weekly tapes is 8 weeks and a backup is created once a week (Fri at 23:00). The cycle period of monthly tapes is 4 months. The monthly backup is created on the first Friday of each month at 23:00.

The backup on tapes is carried out by means of a backup device located in a separate fire space