

# Office 365 Security and Privacy Risk Assessment Summary

The Office of Information Technology has performed a thorough risk assessment of Office 365 compared with the locally hosted Exchange service. This chart is a summary of security and privacy risk categories.

## Key

- **Pass** = No major issues
- **Review** = Enough concern to warrant additional review or mitigations
- **Fail** = Serious concerns that cannot be mitigated

Risk Category	On-Premise	Office 365	Analysis
Data Management and Ownership	Pass	Pass	Even
Security	Review	Pass	Office 365
Privacy	Pass	Review	On-premise
Compliance	Review	Pass	Office 365
Incident Management	Review	Pass	Office 365
Data Recovery	Review	Pass	Office 365

## Highlights of risk assessment for Office 365:

- Microsoft may be required to produce data under legal demand and MMI may not be informed. Legal demand for data is a risk that should be clearly articulated.
- Included in the Office 365 package are e-Discovery tools for email, calendar, and Skype. These are better than our current e-Discovery capabilities.
- For-fee optional features: e-Discovery tools are also available for SharePoint and file storage. Office 365 offers encryption options for increased security over the on-premise solution for at-rest and email transmission security.
- Microsoft will store data in the continental U.S., but data may be transported through anti-virus or anti-spam systems in other countries and some support access may be from non-U.S. regions. Not appropriate for export-controlled data.