



Free State Provincial Treasury Microsoft Stream Policy

Policy Purpose

This policy informs **Free State Provincial Treasury** (FSPT) users of the procedures and constraints for the safe and appropriate use of Microsoft Stream. The policy also aims to prevent violations of the terms of usage and applicable laws when using Microsoft Stream for force business and/or on devices owned by forces.

Scope of Policy

This policy applies to all force users with access to Microsoft Stream.

Background

Microsoft Stream is an enterprise video service, backed by powerful tools, that facilitates knowledge sharing, communication and rich media analysis, in a secure enterprise environment.

Permissible Content

Microsoft Stream is to be used strictly for FSPT activity only. Please be aware that:

- The service is suitable for marketing, internal communications, training and awareness material.
- The service is not suitable for the following, which must not be uploaded:
 - o Evidential content (e.g. CCTV, smartphone or body cam footage)
 - o Personal information

Content/Information Rights Management

Content hosted on Microsoft Stream is subject to FSPT's technology and information usage policies. In line with these policies, accountability for information stored rests with the user.

Access

Microsoft Stream is cloud hosted software (as a service) and can be accessed from any suitable location, subject to the same controls as the FSPT's other Office 365 services. When accessing content from outside FSPT premises, this means that users will need to use a FSPT device and the FSPT's VPN solution.

Video data places heavy demands on FSPT networks, Internet connectivity and mobile connectivity, which may impact on other users and/or incur additional costs. Users should recognise these demands and ensure that the service is used appropriately.

Content Distribution Management

By default, content hosted on Stream is public and therefore accessible to any users within FSPT. If users are working with content that is suitable for the Stream service, but requires restriction to



specific groups or people, it is their responsibility to secure the content to appropriate audiences via the use of channels or Office 365 groups.