OneDrive/SharePoint – Almost all research data may be stored on OneDrive/SharePoint (with some limited exceptions[3]). SharePoint as a collaboration tool requires training to be used effectively. You must be aware of who can see the content and stay on top of permissions and access.

NAS drive (O:\drive) – A network-attached-storage (NAS) device is available to faculty, and to students with permission by their department, and is appropriate for storing certain types of sensitive research data. Files and folders can be granted restricted access. Data from the NAS are stored on secure Dalhousie servers, and can be accessed when connected to the Dal network, or off-campus anywhere in the world through Dal's virtual private network. The NAS is not encrypted by default, and extra steps are required to properly secure content on the NAS with encryption.

Additional information is available in Dalhousie's _____.

2) Prevent data theft/loss

Theft or loss of data is possible. It is the researcher's responsibility to take precautions to prevent this from happening, and that means being smart with where data are stored and how accessible they can be by an outside party. Here are a few good practices:

Encrypt data – Dalhousie recommends all data storage locations/devices (e.g. computers, tablets, phones, USB drives, etc.) use automatic encryption. Alternatively, auto- encrypting storage services can be used (OneDrive/SharePoint, etc.); these services automatically encrypt data and store it on Canadian servers. If you require extra protection for specific files or intend to use the Dalhousie NAS (O:\ drive), a solution such as VeraCrypt can be used to encrypt specific research data files.

Encrypt your laptop – FileVault is

Transfer data properly

Sharing and sending data with others can introduce risks. The general rule of thumb is not to transfer via the cloud, and always use secure transfer methods for sending and receiving data. Here are some good options for sharing and transferring data:

recorder and data are not lost