

Recommended data storage at JU - Staff

Data type	Storage place
Your own data	<ul style="list-style-type: none">OneDrive for Business
Your own sensitive data	<ul style="list-style-type: none">Home directory
Shared data	<ul style="list-style-type: none">Common Staff Public (company or department level)O365 Groups/Teams
Shared sensitive data	<ul style="list-style-type: none">Common Staff Restricted (group level)JU Sharefiles (research projects with external cooperation)

- Some applications requires storage on home directory
- Any copies of files are to be stored on your own JU computer or in your home directory
- JU computer, home directory, Common Personal, OneDrive for Business and O365 Groups/Teams have encrypted storage
- Sensitive data must not be stored on an unencrypted disc or a private computer

Recommended data storage at JU - Student

Data type	Storage place
Your own data	▪ OneDrive for Business
Shared data	▪ O365 Groups/Teams

- Any copies of files are to be stored on own private computer or in your home directory.
- OneDrive and O365 Groups have encrypted storage.

Sensitive data

Information that is confidential under Sweden's Public Access to Information and Secrecy Act or under legislation regarding transgressions of the law; or, comprises sensitive personal details under Sweden's Personal Data Act. (See examples below.)

Confidential (examples):

Confidential about staff members and students.

Health, relocation, protected addresses, severance matters.

Confidentiality to protect financial interests.

Business and operating conditions, tenders/procurements.

Confidentiality within research.

Assignments, patents, collaborations, statistics, transfers.

Sensitive personal details (examples):

Sensitive personal details such as those revealing: race or ethnic origin; political views; religious or philosophic convictions; trade union membership; or, personal details relating to the individual's health or sex life.

Details about health can be, for example, sick leave, pregnancy and visits to the doctor.

Transgressions of the law (examples): Personal details in connection with transgressions of the law, this covering crimes, judgments in criminal cases, coercive measures or administrative deprivation of liberty.