## Recommended data storage at JU for staff

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For specific cases, we also recommend data storage at NAS or with collaborating companies.
**Onedrive**

**Suitable for:** Personal data not classified as sensitive  
**Stored on:** Encrypted cloud storage hosted by Microsoft  
**Account:** JU account  
**External access:** Via the internet  
**Storage space:** 1 TB  
**Backup:** Version management and short-term backup readback

**Common Staff Public**

**Suitable for:** Shared data at a company or department level where the data is not classified as sensitive  
**Stored on:** Local encrypted storage at JU  
**Account:** JU account  
**External access:** Via VPN connection to JU’s network  
**Storage space:** 50 GB, can be increased if needed  
**Backup:** Backup with two month readback capacity

**Office365 Teams**

**Suitable for:** Shared data for a group of users where the data is not classified as sensitive  
**Stored on:** Encrypted cloud storage hosted by Microsoft  
**Account:** JU account and invited guests  
**External access:** Via the internet  
**Storage space:** 1 TB  
**Backup:** Short-term backup readback
**Personal JU Files**

**Suitable for:** Personal data classified as sensitive  
**Stored on:** Local encrypted storage at JU  
**Account:** JU account  
**External access:** Via VPN connection to JU’s network  
**Storage space:** 50 GB, can be increased if needed  
**Backup:** Backup with two month readback capacity

**Common Staff Restricted**

**Suitable for:** Shared data for a group of users where the data is classified as sensitive  
**Stored on:** Local encrypted storage at JU  
**Account:** JU account  
**External access:** Via VPN connection to JU’s network  
**Storage space:** 50 GB, can be increased if needed  
**Backup:** Backup with two months’ readback capacity

**JU Sharefiles**

**Suitable for:** Shared data for a research project with external users where the data is not classified as sensitive  
**Stored on:** Local encrypted storage at JU with access control for folders and delegated administration  
**Account:** JU account and invited guests  
**External access:** Via the internet  
**Storage space:** 50 GB and 10 users, can be increased at a cost  
**Backup:** Version management and backup with two month readback capacity

**Specific needs:**

**NAS:** Local storage at JU of large volumes of data with lower performance and lower operational security  
**Company:** If specific security requirements apply, it is recommended that the data is stored by the company which has these requirements.
Sensitive data

Information subject to secrecy provisions of the Public Access to Information and Secrecy Act or breaches of the law and sensitive personal data subject to the provisions of the General Data Protection Regulation

Confidential cases (example)
Confidential data for staff and students
Health conditions, transfers, secret addresses, discipline cases
Confidentiality to protect economic interests
Business and operating conditions, offers/procurement
Confidentiality within research
Commissions, patents, collaboration, statistics, transfers

Sensitive personal data (example)
Sensitive personal data that reveal ethnicity or origin, political opinions, religious or philosophical convictions, trade union membership or personal data concerning health or sexual preferences. Health data may relate to sickness absence, pregnancy or medical appointments.

Law violations (example)
Personal data on law violations, which include offences, criminal convictions, coercive measures or administrative deprivation of liberty.

If you need advice and support when it comes to information safety, confidential data or the processing of personal data, please contact the HS Planning Department