

Data Management: Where do I put my data?

K Bradley, HSPS IT Manager, 19/9/18

The University has lots of places to store data electronically, but which should you use? This document (issued by HSPS IT) is a summary of the available locations and services in which you can store your data. Here are some of the things which you should be considering:

1. Some places data can be stored are available to the public, and some are currently deemed unsuitable (by the University) for storing University data.
2. Some places data can be stored (especially some of the publicly-available services) are not suitable for certain types of data (such as confidential or personal data).
3. Using what has been provided for you is often the best option. Data storage services which are not included in this document are not recommended - if you think a service should be listed here, please contact helpdesk@hsps.cam.ac.uk.
4. How long does your data need to be stored?
5. Don't forget to backup! Some of the locations/services listed below include an automatic backup, but not all do. If you accidentally delete a file (or folder), can you get it back? If you accidentally damage a file (or folder) can you restore it from a backup? If the answer to either of these questions is 'no' or 'I don't know', then you need to consider whether or not that data storage service is suitable for your requirements.
6. If you are unsure about any aspect of storing your data, contact helpdesk@hsps.cam.ac.uk. If you need more information, additional guidance can be obtained from (depending on your situation) your funding body, your departmental administrator, the University's Information Compliance team, the University's Data Protection team or the HSPS IT team. This document is based on a more detailed document ('Data Management Policy (for Research Data)') which is available on the HSPS Intranet (<https://faculty.hsps.cam.ac.uk/hsps-faculty/faculty-staff/intranet>). On that site, you can also find more guidance on Data Protection and Data Retention.

Service	Description	Costs (actual)	Status	More details
Institutional storage (small amounts of data)	For small-scale data (<500GB). Backups included.	available on request	Available but possibly being phased out	helpdesk@hsps.cam.ac.uk
Institutional storage (larger data)	For larger amounts of data, but generally being phased out. Backups included (with prior arrangement).	available on request	Not preferred due to hidden costs to Dept	helpdesk@hsps.cam.ac.uk

RFS (Research File Store, UIS)	Dedicated UIS service for Research File Storage (some backups included)	https://selfservice.uis.cam.ac.uk/	Preferred solution for immediate data access and storage of data for duration of project	https://www.hpc.cam.ac.uk/research-data-storage-services
RDS (Research Data Store, UIS)	Dedicated UIS service for Research Data especially for Linux (no backups included)	https://selfservice.uis.cam.ac.uk/	Preferred solution for large-scale data stored on High Performance Computing facility (HPC)	https://www.hpc.cam.ac.uk/research-data-storage-services
RCS (Research Cold Store, UIS)	Dedicated UIS service for Cold Storage of Research data (useful as a backup service)	https://selfservice.uis.cam.ac.uk/	Preferred solution for storage of rarely-used data for finite period (normally for the duration of project)	https://www.hpc.cam.ac.uk/research-data-storage-services
Google Drive (G-Suite@Cambridge) for individuals	Google's cloud-based file hosting service gives each member of the University free, unlimited file storage that has an individual file size limit of 5TB (some backups provided by Google).	see online details	Acceptable, but Team Drives are preferred (also, a separate backup method required as this service does not include automated backups)	https://help.uis.cam.ac.uk/service/supporting-research/servers-data-storage-and-backup/data-storage/individual-storage
Google Drive (G-Suite@Cambridge) for groups (Google File Stream)	as above, but for groups	see online details	Preferred solution, but a separate backup method required as this service does not include automated backups	https://help.uis.cam.ac.uk/service/supporting-research/servers-data-storage-and-backup/data-storage/individual-storage
Google Drive (public version)	unsuitable for University data	n/a	Not suitable (see link)	unsuitable for University data*

OneDrive for Business	Microsoft's cloud-based file hosting service, which is available to people who are eligible for a University Microsoft account. It offers 1TB of storage space (some backups provided by Microsoft).	see online details	Acceptable, but limited capacity and a separate backup method is recommended for use with this service	https://help.uis.cam.ac.uk/service/supporting-research/servers-data-storage-and-backup/data-storage/individual-storage
OneDrive (public version)	unsuitable for University data	n/a	Not suitable (see link)	unsuitable for University data*
DropBox for Business	Dropbox's paid-for cloud-based file hosting service, which is available to Cambridge students and staff at a heavily-discounted rate through the University using their @cam domain email address (some backups provided by DropBox).	see online details	Not preferred - free options exist and a separate backup method is recommended for use with this service	https://help.uis.cam.ac.uk/service/supporting-research/servers-data-storage-and-backup/data-storage/individual-storage
DropBox (Free)	unsuitable for University data	n/a	Not suitable (see link)	unsuitable for University data*
Apollo/Dspace	University of Cambridge repository (no backups included).	see online price list	Preferred solution for long-term storage of project data by completion of project	https://www.repository.cam.ac.uk/
ESDS	see website for details	see website for details	Preferred solution if acceptable to funding body	https://www.ukdataservice.ac.uk/
Archaeology Data Service	see website for details	see website for details	Preferred solution if acceptable to funding body	http://archaeologydataservice.ac.uk/

IFS (Institution File Service)	Proposed UIS service for Institutions	n/a	Not yet launched (as at Sept 2018) and not intended for research data.	Not yet launched (as at Sept 2018)
--------------------------------	---------------------------------------	-----	--	------------------------------------

*as at the time of writing and based on current understanding of the explanation of guidance and services.