Secure File Storage and Data Backup Options:

Files kept on your computer's local hard drive in common default folders like C:\Documents are **not backed up by DIT**. If you routinely save your files to your desktop, local documents folder, or similar destination, please consider adjusting your work processes to **take advantage of the file storage options that are supported and backed up**. Below are three recommended options for saving various types of data and files. Storage of data is subject to UMD Data Classification Standards; for example, "elevated" and "high" are referenced below.

Google Drive:
Google Drive (drive.google.com) is a cloud storage service that allows you to share and collaborate on your files. It offers unlimited storage for current graduate students, faculty, and staff using your UMD credentials (login and password). You can upload, sync, and share most file types to the Google Drive, including PDFs, Microsoft Word, Excel, etc. Google Drive is designed to work directly with Google apps such as Docs, Sheets, and Slides, enabling you to create, store, and share productivity documents in your web browser without the need to download them first.

Google Drive File Stream is a desktop application that syncs your Drive files locally and lets you quickly access all of these files directly on your computer. Once installed, you will see these in Windows Explorer or Mac Finder as a new drive letter (for example, "F:\"). Google Drive is **not suitable for sensitive PHI or human subject data**, but because of its flexibility, ease of use, and longevity, **it is the recommended application for files that do not contain restricted data** and need to be kept locally on your machine.

Box:
UMD Box (box.umd.edu) is a cloud-based storage and collaboration system that offers a Web interface and local sync client for uploading, downloading, sharing, and discussing files. Box is best for storage of a moderate amount of **"high-risk" data** with a need for limited communication and collaboration. DIT recommends using it only for applications where Google Drive is not adequate, such as for restricted data sets, or when finer permission controls are required. If you choose to use the sync client, be careful of restricted files with security concerns.

Isilon Shared Drives:
UMD offers Isilon Network Storage Servers (NSS) for a **variety of research, academic, and administrative needs.** NSS is managed and backed up by DIT in a secure data center and can host **large amounts of data**. The Isilon is rated for up to "elevated-risk" data. Most academic departments have their own Isilon partition, which serves as the **system of record for important institutional data and business records**. Most faculty and staff members have access to their department's Isilon partition, and graduate students can be granted access to specific folders upon the request of a supervisor or advisor. The partition can be mapped to your computer to appear as a drive letter. If you need assistance in doing this, please contact DIT. Folders can be set up as "Personal" or "Share." The "Share" folder can be accessed by the entire department. "Personal" files are only visible to you. If you need a folder for your lab or similar ability to share data on this resource with a limited group, please contact DIT.

For More Information:
Please contact DIT (itsupport@umd.edu) if you have any questions.