



UCD File Storage & Sharing Guide

August 2023

The purpose of this guide is to provide updated advice to staff on how to store and share UCD files such as documents, spreadsheets etc. This advice applies to all members of the UCD community, including faculty, staff and students who are adhering to the university's IT security policies as outlined in the [Acceptable Use Policy](#) and the [Device Protection Policy](#).

Storing Files

The University recommends the use of Google Drive and Novell Drive (NetStorage) to **store** files such as documents and spreadsheets. This includes files which contain personal data and confidential university information. Investment has been put into ensuring that these solutions meet a high standard of security and data protection and are continually monitored and managed. A comparison of the features of these two services is listed below:

	Google Drive	Novell Drive
Storage Limit	<p>My Drive</p> <ul style="list-style-type: none">• 2 terabytes (TB) per staff member,• 1TB per Undergraduate,• 1TB for Graduate Taught students,• 2TB for Graduate Research students. <p>Shared Drive</p> <ul style="list-style-type: none">• Staff 200GB• Student 20GB. <p><i>Note: Staff Shared Drives can be increased on request. See Applying for extra storage capacity on a Shared Drive.</i></p>	1GB Personal Storage
Key Benefits	Ease of use, integration with other Google Apps, easy to locate people to	Appears as a drive in Windows



	share documents with	
Availability	Available over internet with Google Drive app available for mobiles	Available over internet but no mobile app
Sharing Files	Any folder or file can be shared with any UCD user or external user <i>Note: see advice below on Sharing Files</i>	Only files on shared S: drive can be shared with users added by IT Services Files cannot be shared outside of UCD
Shared Drive	Both staff and students can set up a shared drive so that its contents are shared with a defined set of other users. The quotas for shared drives are as follows: <ul style="list-style-type: none"> ● Staff - 200GB. ● Student - 20GB. <i>Note: Staff Shared Drives can be increased on request (independent of any one user's storage). See Applying for extra storage capacity on a Shared Drive.</i>	Only files on shared S: drive can be shared with users added by IT Services Files cannot be shared outside of UCD
Access	UCD Staff & Students	UCD Staff only

We do not recommend:

- (a) Storing documents on local machines or laptops as they run the risk that these documents will be lost if the machine is damaged or lost.
- (b) Use of portable storage solutions such as USB keys as these pose significant risks particularly in the event of loss.
- (c) Use of consumer cloud storage solutions (such as Dropbox or a personal Google or Office 365 account) as they do not offer the same level of security or data protection as



the university equivalents where formal contracts and enhanced security have been put in place.

- (d) Whilst OneDrive is made available to all staff and students who have access to Microsoft Office 365, it is not the recommended cloud-based storage service in UCD.

Multi-Factor Authentication (MFA) is an important protection for documents stored within Google Drive. MFA adds an important layer of protection to your IT account and helps secure and protect the University's data and reputation. MFA is mandatory for all staff accounts.

To learn more, see [Multi-Factor Authentication](#).

Sharing Files

The University recommends Google Drive for **sharing** files and folders. In particular, Shared Drives in Google Drive are a very effective way of organising and sharing files at school, unit or group level. See [How do we set up a team shared folder in Google Drive?](#)

When sharing files and folders using Google Drive, care should be taken to ensure that you are sharing only with the *intended recipients* and only *for as long as is necessary*. This is particularly important if you are sharing material outside of the organisation.

The Google Drive owner at UCD should ensure any external accounts invited to join a UCD Google Drive folder are mindful of their responsibility to ensure good IT security - including virus protection and MFA, if available. If it is intended that personally identifiable information (PII) be stored in the Shared Drive, then it is important to ensure that responsibilities under data protection legislation are also considered.

See our [UCD IT Support Hub](#) for information on secure sharing using Google Drive.

Files containing Personal Data

Files containing personal data require special attention. For example, student, personnel or medical records should remain within the secure managed systems specifically designed for them e.g. within Banner, InfoHub or PeopleXD, as far as possible.

If such data is stored in files outside of such systems, you should pay particular attention to who is allowed access to these files and ensure that they retain such files only as long as is strictly necessary.

Information on the additional responsibilities associated with storing personal data is available at www.ucd.ie/gdpr.