# University Resources for Data Sharing

This document summarises the University data sharing resources available to the Department and provides guidance on using them.

* “Data” includes, but is not limited to, that which the University classifies as “Confidential” or “Internal” and that which the UK Data Protection Legislation (DPL) classifies as “Personal Data”.
* Refer to the Department **IG100 Glossary** and **IG112 Data Classification and Sensitivity**

Policies for more information about the data subject to this guidance.

## Available Resources

* 1. **Teams:** Users can use Teams to store and work together on documents *with their immediate team(s)*, without checking them in and out. Find out more about getting started with or using Teams: <https://help.it.ox.ac.uk/microsoft-teams>.
  2. **SharePoint Online:** SharePoint Online lets users control who can access or edit documents, which is useful for collaborative work. It's easy to share ‘work in progress’ files more widely with colleagues *across* the University. Help and guidance for using SharePoint Online is available here: <https://help.it.ox.ac.uk/sharepoint-online-help-and-guidance>.

Refer also to the next two pages and the link below, which provides a downloadable quick reference guide outlining the difference between Teams, SharePoint Online and OneDrive. Refer to **Appendix A** or here: <https://help.it.ox.ac.uk/files/spoqrg-differencesbetweensharepointonedrivemsteamspdf>

* 1. **OneDrive for Business:** OneDrive for Business is useful when users need to *temporarily share files outside of University* while they are working on them. It is different than one’s personal OneDrive account. Final versions should be moved elsewhere, for example the Departmental shared drive. [More information about OneDrive for Business](https://help.it.ox.ac.uk/onedrive-for-business).
  2. **OxFile:** OxFile is a free service for staff or students to exchange **large files** (up to 25 GB), with anyone, both *internally and externally.* The University IT Help website has more information about the [OxFile service](https://help.it.ox.ac.uk/services/oxfile/index) and how to use it.

For more information about data sharing and storage, refer to the University pages listed below: Central IT: <https://www.it.ox.ac.uk/storing-and-sharing-files>

MSD IT: <https://www.medsci.ox.ac.uk/divisional-services/support-services-1/data-privacy/medical-sciences-office/document-storage-and-sharing/storage-options>

## Using the Available University Data Sharing Resources

* 1. For Windows users, use **7 Zip** with any of the above resources when sharing Department information assets with an “external” recipient (e.g. non UO email address).
     + 7 Zip provides an additional layer of data protection (AES-256 file encryption) should the file(s) be subsequently shared by others or intercepted.

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* 1. For Apple users, use **Kaka** (<https://www.keka.io/en/>) rather than “iZip” with any of the above options for data sharing with an external recipient.
     + Regardless of whether someone is a Windows or Apple user, the Department requires the use of this additional encryption with one of the above options for sharing information classified by the University as **Confidential** or **Internal** and/or **Personal Data**.
  2. Refer to **Appendix B** for more information on the use of 7 Zip.
  3. The University recommends the use of options #1(a-c) ***over*** OxFile; however, OxFile is still available for use with 7 Zip.