# File storage solutions – University of Kent

| Solution | Secure storage for personal data | Secure storage for special category personal data | Secure storage for confidential information | Secure storage for non-sensitive information | Allows you to collaborate externally | Multi factor authentication | Access and connection | Size limitations | Ideal for… |
|---|---|---|---|---|---|---|---|---|---|
| **OneDrive** | ✔️ With correct document sensitivity labelling (introduced April 2021) | ✔️ With correct document sensitivity labelling and password protected | ✔️ Label document as 'confidential' | ✔️ | ✔️ Label document appropriately | ✔️ | Any device connected to the web | 1TB storage space (up to 5TB on request) 100GB per file | Individual storage, short term collaboration inside and outside of the University. Personal / sensitive documentation shared outside of the University must contain document sensitivity labels |
| **MS Teams** | ✔️ With correct document sensitivity labelling (introduced April 2021) | ✔️ With correct document sensitivity labelling and password protected | ✔️ Label document as 'confidential' | ✔️ | ✔️ Label document appropriately | ✔️ | Any device connected to the web | Up to 1TB per Team 100GB per file | Team storage, sharing documentation, collaboration inside and outside of the University. Personal / sensitive documentation shared both inside and outside of the University must contain document sensitivity labels |
| **SharePoint Online** **Under development, to be rolled out from April 2021.** | ✔️ With correct document sensitivity labelling | ✔️ With correct document sensitivity labelling and password protected | ✔️ Label document as 'confidential' | ✔️ | ✔️ Label document appropriately | ✔️ | Any device connected to the web | 100GB per file | Departmental and Divisional file libraries for long term storage and access. |
| **SharePoint 2013** **Scheduled for migration to SharePoint Online by 2023.** | ❌ | ❌ | ✔️ | ✔️ | ❌ | ❌ | Any device connected to the web | 100GB per file | Team storage, sharing documentation, collaboration inside of the University. |
| **Home drive – shared drive (files.kent)** | ✔️ | ✔️ Stored as a password protected file | ✔️ | ✔️ Consider using OneDrive for these files | ❌ | ❌ | Kent devices connected to eduroam or VPN if off site | 200GB with up to 2TB on request. Research postgraduates get 100GB | Individual and personal storage. Storage with colleagues in team / departmental drive. |

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| **Divisional file share - shared drive** | ✓<br><br>Store only in restricted folders.<br><br>Do not store items such as disciplinary records | ✓<br><br>Store only in restricted folders.<br><br>Should be stored as a password protected file<br><br>Do not store items such as disciplinary records | ✓<br><br>Store only in restricted folders | ✓<br><br>Consider using OneDrive for these files | ✗ | ✗ | Kent devices connected to eduroam or VPN if off site | 5 TB | Storage with colleagues in team / departmental drive. |
| **School drive – shared drive**<br><br>**Do not use for professional services files.** | ✓<br><br>Store only in restricted folders.<br><br>Do not store items such as disciplinary records | ✓<br><br>Store only in restricted folders.<br><br>Should be stored as a password protected file<br><br>Do not store items such as disciplinary records | ✓<br><br>Store only in restricted folders. | ✓<br><br>Consider using OneDrive for these files | ✗ | ✗ | Kent devices connected to eduroam or VPN if off site | 5TB | Storage with colleagues in team / departmental drive. |
| **C drive – local machine storage** | ✗<br><br>Only if university device, which has been encrypted. Not on personal or any mobile device.<br><br>Must be password protected and for personal use only.<br><br>Delete file from local storage when remote drive is available | ✗<br><br>Only if university device, which has been encrypted. Not on personal or any mobile device.<br><br>Must be password protected and for personal use only.<br><br>Delete file from local storage when remote drive is available | ✗<br><br>University data is not permitted as it is not backed up. | ✗ | ✗ | ✗ | N/A | Device dependent | Personal use only |

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| **Personal devices (laptop, PC, tablet, phone, external storage)** | ✗ | ✗ | ✗ | ✓ | ✗ | ✗ | N/A | Device dependent | Consider accessing university M365 apps (OneDrive, Teams etc.) on these devices. Download the app or access at https://www.office.com |
| **Non-University administered solution (Google Drive, Dropbox, iCloud, etc)** | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | N/A | Solution dependent | If invited to collaborate using external solutions from somebody external to University of Kent, please do so but do not share personal, sensitive or confidential information. Only share personal, sensitive or confidential information by inviting the external partner to use an appropriate solution outlined in this table. |