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School of Science Institutional Data Backup Policy (updated 8/24/2017)

Every day, faculty and staff in the School of Science generate gigabytes worth of files and data related to administration, teaching and research. Floods, fire, power surges, viruses, ransomware, equipment failures and theft are just some of the potential threats to this data. Any data that is stored exclusively on the hard drive of a computer/device is at risk. The safe storage and retention of files and data is necessary for the School to ensure business continuity. For these reasons, the School of Science is requiring that all institutional data be stored or automatically replicated on either the School file server or on box.iu.edu. (Large data sets may require other accommodations). The advantage of storing data in these IU-approved locations is that in the case of loss of the primary data there will always be a backup copy available.

You should only back up data– not software programs and operating systems.

The **School of Science file server** has four areas for storage: home, admin, research and vault.

Home is intended for a faculty or staff member's administrative or teaching files that will only be accessed by that person. Computers can be setup so that files in a person's "Documents" folder or "Desktop" can be automatically saved in their own private home folder or the home folder can show up as a separate drive where files can be saved.

Admin is ideal for administrative groups that work together and access the same set of files. Folders can created and access given to members of a group enabling collaboration.

Research is similar to Admin but with the intent of hosting research data rather administrative data. The space available has limits, so this may not be appropriate for research groups with large amounts of data. Contact the support teams to find the best option for storing your research data.

Vault: This file server is ideal for storing anything that would be classified as sensitive or critical data. All storage on this server is fully encrypted. If you are not sure of the classification of data, please see
https://datamgmt.iu.edu/types-of-data/classifications.php

Box.iu.edu

Box.iu.edu is a cloud based storage system that IU has contracted with to provide storage options. Box has *unlimited storage capacity*, can be accessed from anywhere with a web browser and from multiple types of devices. Box can be configured to share folders with other Box users both at IU and other institutions. Using Box sync with Box allows a faculty or staff member to automatically replicate all files and folders in their "Box sync" folder with the offsite Box servers ensuring that files are backed up continuously.

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Box sync is great for a user that wants to have access to all of their files on multiple computers. It may also work well for small workgroups that do not have huge amounts of data.

HELP:

- [Getting started with Box at IU](#)
- [About Box Sync](#)
- [Are files and data safe using enterprise Box?](#)
- [What types of data are appropriate for my IU Box account?](#)
- [Protecting sensitive data in Box](#)
- [Sharing and collaborating on files with Box](#)

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