**Proposed solutions for the worksheet: Storage and backup**

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| **Advantages** | **Disadvantages** |
| Own PC | |
| * self-responsible for security and backup * maximum control | * what happens with the PC happens with the backup * possible lack of resources and know-how * individual solutions are complex |
| Mobile storage (USB stick, external hard drive) | |
| * easy to transport * can be stored in a lockable cabinet or safe | * loss, theft (very unsafe) * in case of loss: contents are unprotected, if not encrypted * external hard drive is susceptible to shock and wear |
| Institutional storage (cloud, virtual drives) | |
| * backup of the data is guaranteed * professional implementation and maintenance * storage according to data protection guidelines of the institution | * speed may depend on network * access to backups possibly delayed by service path * possibly unclear which safety criteria and strategies are used |
| External storage (cloud of a free or commercial provider) | |
| * easy to use and manage * backup of the data is guaranteed * can be used for mobile work * professional execution and maintenance | * depending on the provider the connection can also be insecure * depending on internet access (upload and download might be slow) * access to backups may be delayed * issues with data protection |