IT & Data Security

IT AND DATA SECURITY

1.   <u>Regulations</u>

It is a requirement that all University work is stored on centrally managed servers, which are automatically backed up.

University work includes documents (reports, manuscripts in preparation, seminars. *etc.*) and data (both raw and processed). Data from the main services (x-ray crystallography, NMR, mass spectrometry, chromatography) are handled separately and only need to be backed up by you if they are reprocessed.

Do not rely on local or removable hard drives and media. Loss of data is always a setback but could be catastrophic if it occurs in the later stages of your studies. **Note that research councils and journals now all require most raw data to be made available publicly, so you have a duty to store your data in a manageable form.**

Failure to do this could jeopardise publication of your work.

2.   <u>General Arrangements</u>

The security of electronic data is fundamental to the operation of the University and the successful completion of a postgraduate program. The University has arrangements to protect electronic data acquired during postgraduate research. All chemistry postgraduate students are provided with a backed-up personal research storage (PRS) of 1 TB, which can be expanded to 5 TB if needed. Instructions on how to access the PRS on

Windows, Mac and Linux desktops are available on the storage manager at https://storage.durham.ac.uk. Please contact CIS (Computing and Information Services) at [Help and Support - IT Service Desk](#) if you need help setting up access.

In addition to your PRS, you have access to a relatively small (5 GB) networked "J" drive on university-managed computers. This space is fully backed up for you.

1 TB of cloud storage is available on OneDrive *via* Office 365. Note that other cloud storage (such as a standard Dropbox account) is not necessarily secure and should not be used for confidential or sensitive data.

Networked printers are provided in the larger desk rooms and there are openly accessible multifunctional devices for scanning and high-throughput printing in CG018 and CG155. To print to these devices, select the "Staff Print Queue" when submitting the job. You can then release the job by swiping your campus card at any networked printer. Research postgraduates are not charged for printing. Please use the resources responsibly and Think Green.

Requirements for Thesis Submission

Upon completion of your studies, you will be required to ensure that all of your electronic documents and data are archived in a well-organised manner.

Your supervisor will be required to sign a statement to verify this before you are allowed to submit your thesis.

It is good practice and common sense to store your data in a well-structured file system from the outset of your postgraduate studies.

Bear in mind that major funders now require all research data to be **preserved for at least 10 years**.

Help Sam improve information and cyber security - 2022

This week saw the arrival of [Security Sam](#) – a new member of our team who'll help keep Durham's information and IT systems as secure as possible. Now more than ever, it's essential that every member of staff takes responsibility to keep the

information and the systems we use, safe and sound. To help you learn more, a new long-term campaign has been launched to give you all the information and support you need to stay secure. And Security Sam is here to help...

More about Help Sam improve information and cyber security

CIS Service Catalogue - click the link