Storage table

Type of information / Storage place	Harmless information (i.e., information that does not contain sensitive data)	Sensitive information (i.e., information that contains sensitive personal data, personal data meriting extra protection or other confidential information)	Archive copy	Backup	Comment
Cloud Systems with privata account	NO	NO	NO	NO	Not to be used in the course of duties.
Cloud systems not approved by the university.	NO	NO	NO	NO	
OneDrive	YES	NO	NO	YES, INCLUDED IN THE UNIVERSITY'S BACKUP	OneDrive may only be used for temporary sharing of harmless information with internal/external parties, as this space is primarily for personal use and will be shut down upon termination of employment. If the information stored is a public document, you or your manager must ensure that it can be provided upon request. Note that this also applies during vacation or other absences. The recommendation is to primarily use an appropriate folder on G:/K: or Teams for public documents.
Teams	YES	NO	NO	YES, NOTE THAT ONLY THE FILES IN THE TEAMS ARE INCLUDED IN THE UNIVERSITY'S BACKUP	Teams can be used for continuous sharing of harmless information with internal/external parties.
Personal home directory on the university's file servers (usually F:)	YES	YES	NO	YES, INCLUDED IN THE UNIVERSITY'S BACKUP	If the information stored is a public document, you or your manager must ensure that it can be provided upon request. Note that this also applies during vacation or other absences. The recommendation is to primarily use an appropriate folder on G:/K: or Teams for public documents.
Shared directory on the university's file servers (usually G: and K:)	YES	YES (ENCRYPTION OF THE INFORMATION IS REQUIRED IF THE ACCESS RIGHTS OF THE FOLDERS DO NOT MATCH THE PERSONS ENTITLED TO TAKE PART OF THE INFORMATION)	NO	YES, INCLUDED IN THE UNIVERSITY'S BACKUP	Shared directories may be used for continuous sharing with internal parties. If the data contains sensitive information, access rights must be set up on the folders. Requests should be made to it@hb.se.
Selected systems according to the directions of the university (for example the register of the university, e-archive, Ladok, Ping Pong/Canvas)	RULES FOR RESPECTIVE SYSTEM MUST BE FOLLOWED	RULES FOR RESPECTIVE SYSTEM MUST BE FOLLOWED	RULES FOR RESPECTIVE SYSTEM MUST BE FOLLOWED	VARIES PER SYSTEM. FOR QUESTIONS, CONTACT THE SYSTEM ADMINISTRATOR	
File storage on local harddrive on a computer provided by the university (for example C: and desk top) Please note that this storage should be avoided due to lack of backup	YES, FOR TEMPORARY STORAGE	YES, IF THE INFORMATION OR THE STORAGE MEDIA IS ENCRYPTED.	NO	NO, REQUIRES OWN BACKUP IF NEEDED	If the information stored is a public document, you or your manager must ensure that it can be provided upon request. Note that this also applies during vacation or other absences. The recommendation is to primarily use an appropriate folder on G:/K: or Teams for public documents.
On a mobile phone or tablet provided by the university	YES	NO	NO	NO, REQUIRES OWN BACKUP IF NEEDED	If the information stored is a public document, you or your manager must ensure that it can be provided upon request. Note that this also applies during vacation or other absences. The recommendation is to primarily use an appropriate folder on G:/K: or Teams for public documents.
Portable storage media (for example memory sticks, external harddrives, dictaphone)	YES, FOR TEMPORARY STORAGE	YES, IF THE INFORMATION OR THE STORAGE MEDIA IS ENCRYPTED.	NO	NO, REQUIRES OWN BACKUP IF NEEDED	If the information stored is a public document, you or your manager must ensure that it can be provided upon request. Note that this also applies during vacation or other absences. The recommendation is to primarily use an appropriate folder on G:/K: or Teams for public documents.
Private units (for example computers, mobile phones, tablets)	YES	NO	NO	NO, REQUIRES OWN BACKUP IF NEEDED	If the information stored is a public document, you or your manager must ensure that it can be provided upon request. Note that this also applies during vacation or other absences. The recommendation is to primarily use an appropriate folder on G:/K: or Teams for public documents.