

# How to safely store my work and data

Type of work/data



Personal Work Files



Common Admin/  
Shared Folders



Research Data and legacy  
Professional Services  
Work



Research with  
Computational  
Data Sets



Sensitive  
Research Data



OneDrive



Part of Microsoft Office Suite



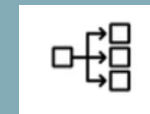
SharePoint and Teams



Network Shared Folders



HPC data storage



HPC home folders or HPC  
storage areas for research  
data



Trusted Research Env  
(emerging solution)



Storage Solution

Why?

Best for day-to-day  
personal work files up  
to 1TB

Best for regularly shared  
files and folders up to  
25TB

Best for research data  
and legacy shared  
Professional Services

Best for temporary  
computational data sets  
for use on HPC clusters

Best for sensitive  
research data requiring  
encrypted back up.



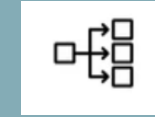
### OneDrive



### SharePoint and Teams



### Network Shared Folders



### HPC data storage



### Trusted Research Env (emerging solution)

## Access

Accessed through the web, on-campus or when remote working. No VPN connection required.

Accessible from UoS main network and via VPN, from a managed Windows device, mapped drives, mounted automatically to roaming user profile.

Directly mounted on login and compute nodes. Access to login nodes via SSH or [remotelabs.eps.surrey.ac.uk](http://remotelabs.eps.surrey.ac.uk)

Please contact [IT Services](#)

## Permissions

Data can be shared through links. You can manage access permissions to your own OneDrive and to SharePoint sites of which you are an owner.

User and group-based permissions

User and group-based permissions

Strictly controlled access permissions

## Collaboration

[Internal and external collaboration.](#)

[Internal and external collaboration.](#)

Internal collaboration only.

Internal collaboration only.

Data strictly controlled by authorized policy and processes.

## Further Information

[File storage for individuals](#)

[File storage for collaborating Teams and SharePoint](#)

[File storage for collaborating](#)

Each HPC cluster has its own dedicated area. Please find out more [here](#)

Please contact [IT Services](#)

## Costs

Provided as part of your University role

Free of charge (up to 2TB per group). Additional storage £500 per TB per year

Free of charge

On an individual project basis dependent on requirements

For further information about costs, service set up and storage solutions our team are on hand to help, please visit: [SurreyNet](#)

For further information about IT Services and software for research – including HPC please visit: [SurreyNet](#)

All our services are supported by a security standard at international level but for further details please contact [IT Services](#).