



# Research Data Support: Quick Guide 3

## RESEARCH DATA STORAGE OPTIONS

The University of Edinburgh provides many resources where data can be stored and managed, both in the short-term for during a research project and also for longer-term curation and preservation. Which you choose will depend upon the nature of the data, e.g. how sensitive it is (does it contain personal information, for example, or is it financially valuable?), how large and/or complex it is, who needs to be able to access it (and from where), and so on.

This Quick Guide seeks to help you to identify the best options for storing and depositing your data here at the University of Edinburgh, and provides a quick reference resource for identifying the differences between the various platforms and services that the University offers. We aim to keep it updated as the systems develop.

Do remember, the best place for research data to be archived is often within a dedicated, trusted, disciplinary data repository: the Registry of Research Data Repositories, [re3data.org](https://re3data.org), can help find somewhere suitable for your data to be preserved. Not all disciplines have their own dedicated data archive, so in many cases an institutional repository (such as Edinburgh's DataShare) or a generic repository (e.g. Zenodo) will be most appropriate. Whichever you choose, make sure your publication in PURE has a link to the underlying dataset to help increase your citations and impact.

## CONTACTS AND RESOURCES

- Further information and links for most systems can be found on the Research Data Service website: <https://www.ed.ac.uk/is/research-data-service>
- Confluence (Wiki): <https://www.ed.ac.uk/information-services/computing/comms-and-collab/central-wiki>
- Office365 (SharePoint and OneDrive): <https://www.ed.ac.uk/information-services/computing/comms-and-collab/office365>
- Contact Research Data Support: email [data-support@ed.ac.uk](mailto:data-support@ed.ac.uk) or contact the IS Helpline

## LICENSING

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	Wiki (Confluence)	OneDrive	SharePoint	DataStore	DataSync	Data Safe Haven	DataShare	DataVault
<b>Overview: what's it for?</b>	Communication and collaboration, especially structured information. Can be used for storing research data, though primarily intended for documenting associated research projects.	Active data (indeed any digital content).	Active data (indeed any digital content).	Active data for individual or group use.	Active data, especially where collaboration is important.	Active highly sensitive data.	Archived open data. Once deposited data cannot be edited.	Archived non-public data.
<b>Where is the data / content actually stored?</b>	University servers.	Microsoft data centres in the UK and EU. Client devices can be set up to sync automatically, enabling offline work.	Microsoft data centres in the UK and EU. You can also work offline: the sync button on document libraries syncs the location to the One Drive Offline Client.	University data centres located in the UK.	University data centres located in the UK.	University data centres located in the UK.	University data centres located in the UK.	University data centres in the UK, with another copy in an EU Oracle data centre.
<b>Is it suitable for storing sensitive data?</b>	Probably not ideal for storing research data at all.	Not ideal, but possible with suitable safeguards. OneDrive is considered less suitable than SharePoint, since OneDrive is owned by one person and transferring ownership can be problematic.	Not ideal, but possible with suitable safeguards. The data holder or nominated others can control the permissions, but these do need to be managed carefully. SharePoint ownership can be transferred to another person, or group ownership can be set up via IS Helpline.	Yes, with suitable safeguards (e.g. encryption) – N.B encryption may reduce the usability of data.	Yes, with suitable safeguards (e.g. encryption) – N.B encryption may reduce the usability of data.	Yes – designed specifically for storing and processing sensitive data.	No – this is the University's open data archive.	Yes – all data is encrypted to guard against unauthorised access.
<b>Who can use it?</b>	All staff and students of the University.	All staff and students of the University.	All staff and students of the University.	All staff and PGR students of the University.	Available to all staff and PGR students, and designed for use with external collaborators.	All academic staff.	All academic staff and PGR students.	All academic staff.
<b>Collaboration and sharing options</b>	Very suitable for collaboration.	Sharing is possible, but one person owns and controls permissions.	Very much geared towards collaboration. SharePoint sites can be shared externally by providing a link to a specific person, who will need a Microsoft account to access.	Yes. Group storage folders can be set up for sharing within the University For external collaboration, DataStore can be linked to DataSync.	Designed specifically for collaborative use via a Web browser.	Access restricted to approved/credentialed users only.	Yes – anyone can access non-embargoed content freely via the Web.	No – only the data owner or a nominated data manager can retrieve data directly from DataVault.
<b>Storage quota / size limitations</b>	There is no enforced total but there is a 30MB size limit for individual files.	1 TB per user.	Storage quota is not assigned by individual user but rather by site collection, and is capped at 25 TB. Each site collection can have an unlimited number of users, and can contain many sub-sites, pages, libraries and lists which can contain data.	500 GB free individual allocation for each researcher. There is no quota limit for group allocations, which can either be purchased or created for free by pooling individual allocations.	20 GB per user. This can be increased by linking to a personal or group space DataStore allocation.	5 TB per project as standard, but additional space can be purchased.	Maximum 20 GB (per deposit) via web interface, or up to 100 GB assisted deposit via the IS Helpdesk.	Maximum 2 TB per deposit, but expected to rise in near future.