



As a WUR employee, you should store research data on safe and accessible storage options. This decision aid helps you find a suitable storage option to store research data during your research.

Follow these requirements:

WUR requirements for <u>primary</u> storage: 1. Store data within the WUR network to ensure secure storage. 2. Use shared storage options to ensure continuity (prevent inaccessibility of your data). Use personal storage only for temporary/working copies. 3. Determine the confidentiality classification of your data to ensure you use the suitable storage solution.	Public	
	Internal	
	Confidential	
	Secret	

Follow these main regulations:

Open/internal data	Confidential/secret data								
<table border="1"> <tr><td>Public</td><td style="background-color: #add8e6;"></td></tr> <tr><td>Internal</td><td style="background-color: #32cd32;"></td></tr> </table>	Public		Internal		<table border="1"> <tr><td>Confidential</td><td style="background-color: #ffa500;"></td></tr> <tr><td>Secret</td><td style="background-color: #ff0000;"></td></tr> </table>	Confidential		Secret	
Public									
Internal									
Confidential									
Secret									
Store data on: <ul style="list-style-type: none"> the W-drive or WUR Teamsites, or storage at own unit (e.g. own server), assessed by Data Management Support, or shared cloud storage, assessed by Data Management Support. 	Store data on: <ul style="list-style-type: none"> the W-drive or WUR Teamsites, or storage at own unit (e.g. own server), assessed by Data Management Support, or shared cloud storage, assessed by Data Management Support (not for secret data). 								
Any data on personal storage (M-drive, personal OneDrive for Business, own PC or laptop, etc.) should also be stored on the above.	Any data on the personal M-drive should also be stored on the above.								
No data should be stored on external storage such as USBs and external hard drives.	No data should be stored on external storage such as USBs and external hard drives, nor on personal storage other than the M-drive (personal OneDrive for Business, own PC or laptop, etc.).								

Questions? Don't hesitate to contact [Data Management Support](#), or visit the [Data Management](#) website for more information.