

# Research Data Management

## Data storage and archiving

Hilda van der Pol (Library), Stephen Janssen (IT),  
Marleen Noomen (Library)

*1<sup>st</sup> Data Stewardship @WUR network meeting, November 8, 2018*



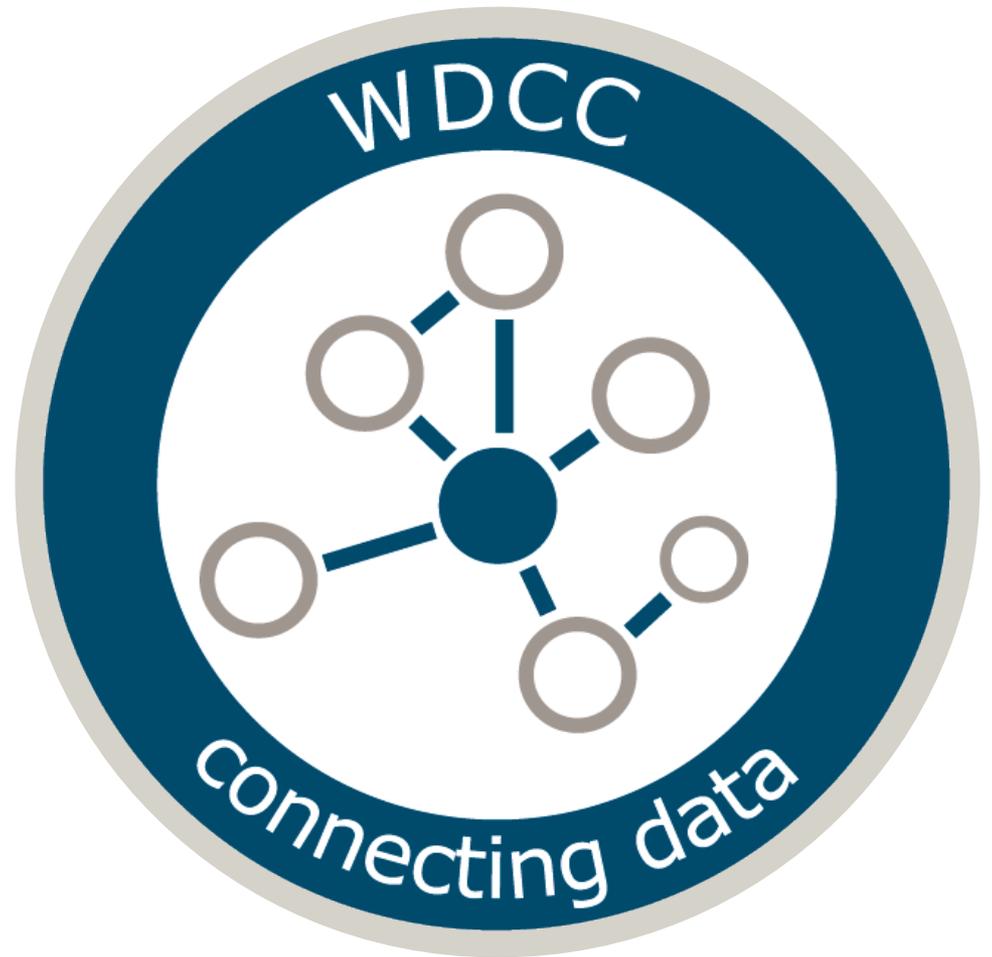
---

Questions?

Mail us:

[data@wur.nl](mailto:data@wur.nl)

[wur.nl/data](http://wur.nl/data)



# How can I work as safely as possible

NOS Nieuws Sport Uitzendingen

## Patiëntgegevens gestolen van onderzoeker Antoni van Leeuwenhoek Ziekenhuis

© GISTEREN, 13:00 BINNENLAND

NOS Nieuws Sport Uitzendingen

## Hogeschool mailt per ongeluk gegevens van 4400 studenten rond

© GISTEREN, 18:55 REGIO

ORGANISATIE - 4 NOVEMBER 2015

## WUR is interessant voor spionnen

tekst: Roelof Kleis

Spionage is geen ver-van-mijn-bedshow. Het gebeurt hier en nu en Wageningen UR is een gewild doelwit. Opletten dus, vooral met het openen van mail.



[G+](#) [Tweeten](#) [in](#) [Share](#) [f](#) [Delen](#) [0](#)

Veel meer kun je als eenvoudig medewerker of student niet echt doen, blijkt na een lezing van Sander. Zijn achternaam blijft in nevelen gehuld. Sander is namelijk van de AIVD. 'Ik heb liever niet dat jullie foto's maken of berichten posten.' Hij geeft in het kader van de actieweek ProtectIT voor een twintigtal toehoorders in Radix een lezing over cyberspionage.

*You are the key to our information* luidt de slogan van de IT-campagne om ons beter te wapenen tegen spionage via internet. Sander draait het om: *You are the key to their information*. En dat is meteen de kern van zijn verhaal. Sinds het internet zijn wij allemaal tamelijk gemakkelijke doelwitten voor spionnen. Spionnen op afstand die via de computer ons



Tech / Internet

Gepubliceerd: 9 augustus 2012 14:22  
Laatste update: 9 augustus 2012 20:19

## Dertien universiteiten getroffen door beveiligingslek

AMSTERDAM - Dertien universiteiten blijken kwetsbaar te zijn voor een datalek in de website. In sommige gevallen waren persoonsgegevens toegankelijk.

Foto: Thinkstock

Dat ontdekten de scholieren Daan Olivier.

Tijdens het testen van de websites kwetsbaarheden troffen de scholieren aantallen aan. Iedere keer bleef eenzelfde type lek te gaan, een

De getroffen instellingen zijn de Radboud Universiteit, Rijksuniversiteit Groningen, TU Delft, Open Universiteit, Universiteit Twente en de universiteiten van Tilburg, Utrecht, Rotterdam, Wageningen, Amsterdam, Eindhoven, Maastricht en Leiden.

Donderdag 06 september 2018 | Het laatste nieuws het eerst op NU.nl

[NU.nl](#) > [Tech](#) > [Internet](#)



### 'Nederlandse universiteiten nog steeds in vizier van Iraanse hackers'

Gepubliceerd: 24 augustus 2018 10:51

---

# Security - Do's en don'ts

1. Do use the WUR email account only for work related matters
2. Do use WUR IT services (W:, Sharepoint, WURclient)
3. Only use file sharing via browser not via sync client and with care
4. Do not use external HD's, memory sticks or NAS
5. Don't click on links in dubious e-mails
6. Only open email attachments of people you know

# Can I use Dropbox or Google drive? **No!**

<b>Dropbox / google drive (free personal solutions)</b>	<b>Onedrive for Business (paid enterprise solutions)</b>
WUR has no control in privacy policy. Dropbox is allowed to look into your metadata.	SURF checked the policy.  Microsoft doesn't use your data
Create your own account	Connect via WUR-account
If employee leaves WUR, data is gone	WUR-IT can access data in specific cases
Data is spread around the world	Data is stored in data centers in Europe
Public data	Confidential data. Do not sync on non-wurclients!
Free of charge, few GB, Adoption is very good	Free of charge, 1 TB, easy sharing with microsoft users & WUR-users

# Storage solutions (W: M: drive)

## ■ Secure storage facilities:

- M:\  
Personal storage  
only accessible by yourself, 50 GB
- W:\  
(sometimes also referred as N:\ or other names)  
Department, section, team, project share  
accessible by allowed WUR-employees.  
Expandable to > PB (>1000TB)

Type	Costs	Specs
Enterprise File storage	€ 1,20 / GB	Fast, Double, Disaster backup
Massive File storage	€ 60 / TB	Single, No disaster backup
Massive File storage DR	€ 100 / TB	Single, Disaster backup

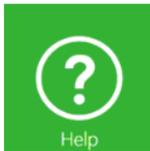
# Storage solutions (sharepoint teamsites)

SharePoint

BROWSE PAGE



My Start Page



Search...

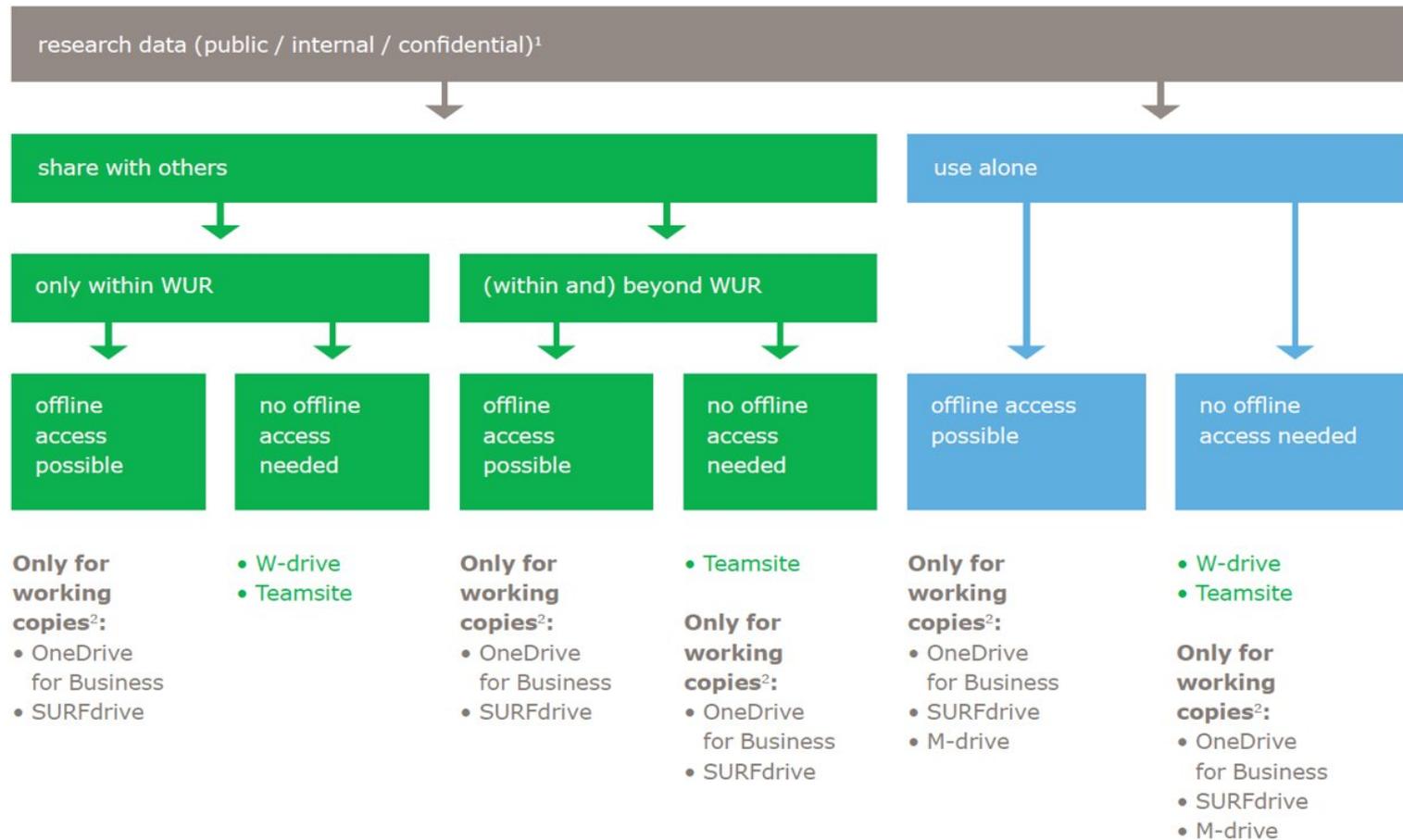
Search for content on all Team Sites (new environment) on which you have at least READ permission

Team Sites I'm following

The screenshot shows a SharePoint site for 'Task Force RDM' with a blue header. The main content area is divided into several sections:

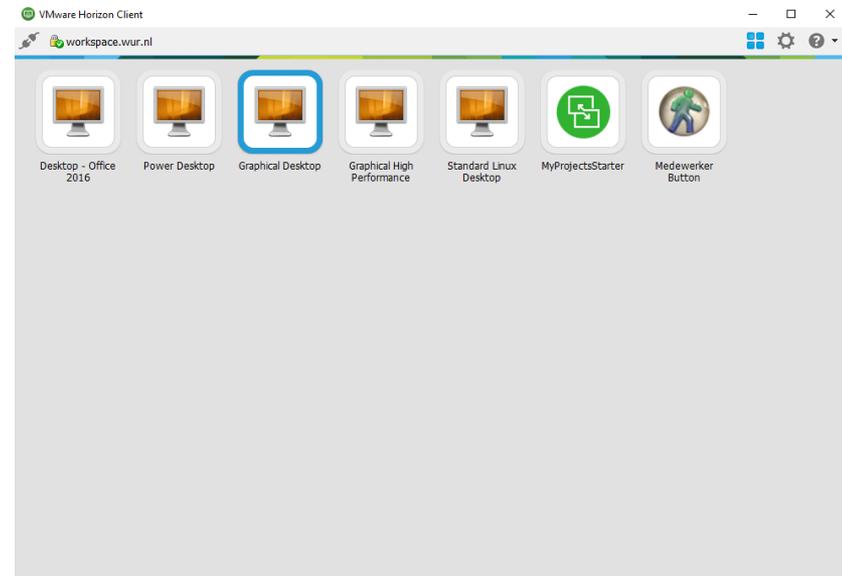
- Documenten**: A sidebar menu with options like 'Taken', 'Projectomschrijving', 'Projectteam', 'Discussies', and 'Enquêtes'.
- Projectomschrijving**: A table with columns for 'Titel', 'Projectleider', 'Opdrachtgever', 'Omschrijving', 'Start', 'Einde', and 'Nummer'. It lists 'Task Force Research Data Management' led by Ringersma, Jacquelyn.
- Basis documenten**: A list of documents including '20161003\_Projectplan Zeggenschap en gebruiksrechten onderzoeksdata' and 'Terms of Reference for Wageningen University'.
- Overige documenten**: A section for other documents, currently empty.
- Nieuws**: A news section with a message about active announcements and a 'Nieuwe aankondiging toevoegen' button.
- Projectteam**: A table listing team members with columns for 'Bewerken', 'Teamid', 'Rol', and 'Afdeling'. Members include Fest, Ellen; Gemert-Beaumont, Claire van; Huijgen, Carolien; Janssen, Stephen; Jetten, Theo; Pingen, Frans; Ringersma, Jacquelyn; and Zeeland, Hilde van.
- Gebeurtenissen**: An events section with a message about adding items and a 'Nieuw item toevoegen' button.

# Storage solutions (Decision aid)



# Work off campus

- [myworkspace.wur.nl](https://myworkspace.wur.nl)
  - Working elsewhere: anytime, anywhere, any device
- VPN in the near future
- No internet:
  - Onedrive for Business
  - Encrypted usb-disk

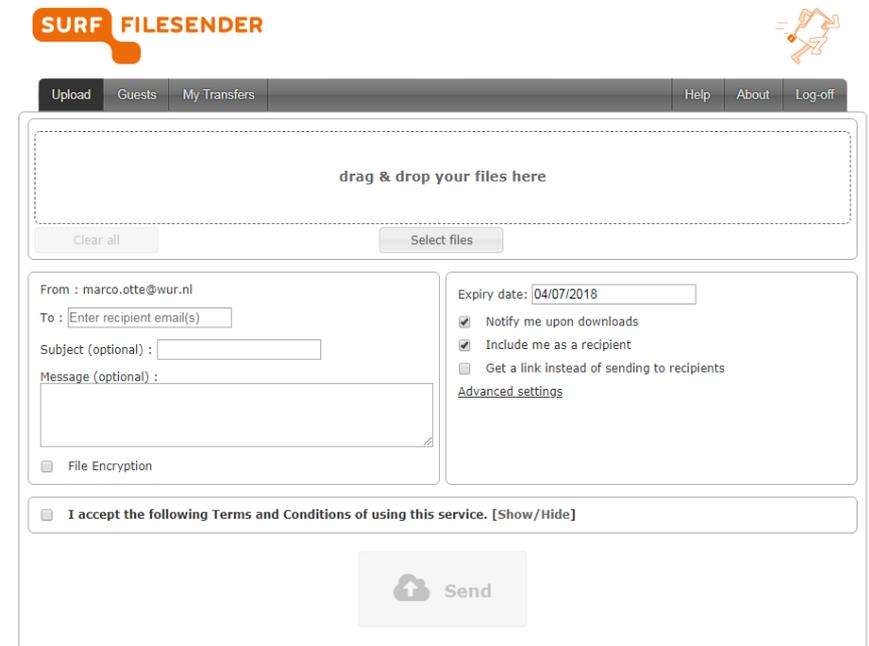


# How can I transfer large files to external partners

- Providing an alternative to WeTransfer:

[www.SURFfilesender.nl](http://www.SURFfilesender.nl)

- up to 500 GB (unencrypted)
- up to 250 GB (encrypted)
- single sign on



The screenshot displays the SURF FILESENDER web interface. At the top, there is a navigation bar with 'Upload', 'Guests', 'My Transfers', 'Help', 'About', and 'Log-off' options. The main area features a large dashed box for file uploads with the text 'drag & drop your files here'. Below this are 'Clear all' and 'Select files' buttons. The form includes fields for 'From' (marco.otte@wur.nl), 'To' (Enter recipient email(s)), 'Subject (optional)', and 'Message (optional)'. There are also checkboxes for 'File Encryption' and 'I accept the following Terms and Conditions of using this service. [Show/Hide]'. On the right side, there is an 'Expiry date' field set to '04/07/2018' and three checked options: 'Notify me upon downloads', 'Include me as a recipient', and 'Get a link instead of sending to recipients'. An 'Advanced settings' link is also present. A large 'Send' button with a cloud icon is at the bottom.

Problems? Mail to: [support@surffilesender.nl](mailto:support@surffilesender.nl)

# Selecting an archive

- Preferably a domain-specific archive
- Ask you colleagues
- Re3data.org
- 4TU.Center for Research Data, or DANS-EASY
- Condition of journal

# Selecting data for archiving

- In principle: raw data from your research
- Processed data based on existing data
- Processed data when raw data is too large
- Not: data that can easily be reproduced
- Not: (publicly) available data

---

# Selecting data for publishing

- Data underlying a publication (WUR policy)
- Anonymized data
- Data that can be valuable to others

---

# Large dataset archive

- Domain-specific archive
- 4TU.Center for Research Data or DANS-EASY: up to 2 TB
- >2 TB: Library is working on a solution

---

# Costs of archiving

- 10 GB free, € 4.50 per GB (4TU)
- Funder: put it in your proposal!
- Sometimes journal
- Library: up to 1 GB per research group per year

---

# Licenses / open access

- Anonymized data
- DANS-EASY: access only after permission
- Restricted/closed (i.e. Zenodo)
- Archiving without publishing
- Creative Commons: CC0 or CC-BY

# Storage



## Data storage security

- How can I work as safely as possible (Do's & Don'ts)?
- My laptop is infected by a virus, can we restore the data?
- Can I use Dropbox or Google Drive during my research?



## Costs of storing data

- Why is storage so expensive at WUR compared to Mediamarkt ?



## Safe storage of data within WUR

- Where can I store huge datasets (terabytes) during my research?
- Can I use the W:\ and M:\ drive while I'm not on campus?
- Which safe storage solutions are available and how do I know what to use?



## Collaboration and sharing of data

- How can I share data within WUR?
- How can I share data with external companies?
- How can I transfer large files to external partners?

# Archiving

## Selecting an archive

- Which archive should I select?



## Selecting data for archiving

- What data should I archive/publish?



## Large dataset archive

- How and where can I archive/publish a large dataset?



## Preparation of a dataset for archiving

- How to prepare a dataset for archiving/publishing?



## Costs of archiving

- How to cover the costs of archiving/publishing?
- How much does it cost to archive my data?



## Licenses/open access

- Which license do I choose for my data?
- My data is confidential. Can it still be archived?

# Guidelines

1. Read the topics and example questions
2. Select one or two topics or questions that interest you, or of which you want to hear more
3. Stick your two stickers next to your selected topic(s) or question(s). Any selection is okay!
4. If you have another question that we didn't write down, please take a yellow post-it and stick it with your question on the poster
5. The topics that receive most stickers will be discussed.

# Workshop results

The poster is divided into two main columns: **Storage** and **Archiving**.

**Storage**

- Data storage security** (lock icon)
  - How can I work as safely as possible (Do's & Don'ts)?
  - My laptop is infected by a virus, can we restore the data?
  - Can I use Dropbox or Google Drive during my research?
- Costs of storing data** (\$) (dollar sign icon)
  - Why is storage so expensive at WUR compared to Mediamarkt? (3 orange dots)
- Safe storage of data within WUR** (server rack icon)
  - Where can I store huge datasets (terabytes) during my research?
  - Can I use the W:\ and M:\ drive while I'm not on campus?
  - Which safe storage solutions are available and how do I know what to use?
- Collaboration and sharing of data** (people icon)
  - How can I share data within WUR?
  - How can I share data with external companies?
  - How can I transfer large files to external partners?

**Archiving**

- Selecting an archive** (question mark icon)
  - Which archive should I select?
- Selecting data for archiving** (question mark icon)
  - What data should I archive/publish? (5 orange dots)
- Large dataset archive** (server rack icon)
  - How and where can I archive/publish a large dataset? (3 orange dots)
- Preparation of a dataset for archiving** (checkmark icon)
  - How to prepare a dataset for archiving/publishing? (5 orange dots)
- Costs of archiving** (\$) (dollar sign icon)
  - How to cover the costs of archiving/publishing?
  - How much does it cost to archive my data? (1 orange dot)
- Licenses/open access** (open access icon)
  - Which license do I choose for my data? (2 orange dots)
  - My data is confidential. Can it still be archived?

At the bottom of the poster are the logos for **WAGENINGEN UNIVERSITY & RESEARCH** and **100years 1918 — 2018**.