

Policy (IT) - File Storage and data backup

File Storage Services description

There are two storage areas in the LDI network, the local storage (on a workstation) and the network storage (central file servers). The general use of the local storage is for non-shared documents, datasets or raw data for local analysis. The general use of Network storage is for shared documents and data results sets between members of the LDI.

Network file storage Management

Members at the LDI are divided into Investigator Groups (units). Each investigator group is allocated a secured fixed amount of file storage space on the network file servers (generally the Z:\ drive). There is a set quota on storage capacity per unit. To increase that limit, a request needs to be sent to IT Services.

For example, investigator John Doe will have Z:\JDOE as a network folder that will be accessible only to the members of his group. All members of his group will have access to all public files and folders under the Z:\JDOE network share. IT Services provides the option to secure a sub folder to specific members of an investigator group. For example, investigator John Doe wants to secure his accounting documents that are shared on the network drive. He wants to restrict access to the folder: Z:\JDOE\ACCOUNTING, between him and his administrative assistant that does the book keeping. All other members of his investigator group shouldn't have access to it. To implement this, the investigator will create a folder and then submit a request to IT Services to secure that folder for specific members that he will provide.

It is not allowed to run data analysis directly on the file server. All data analysis jobs need to run locally on your workstation. Data result sets that needs to be shared can be saved on the network file storage.

Local file storage Management

When working on a workstation, make sure to save all files in the DESKTOP, DOCUMENTS or MY DOCUMENTS folder of your user profile. This will secure your data from unauthorized access by other users. Only you and your supervisors will have access to those files. If your workstation has additional local drives (E:\, F:\ etc..) we strongly recommend that you create a folder and that you use your username as the name of the folder (eg: E:\JOHN.DOE). Then restrict access to this folder to yourself and administrators of the workstation. A guide is available on the IT portal for this procedure. By not saving files in those secured folders, any member that logs in to that workstation will have access to the files. The local file storage quota is generally limited to the size of storage available on the local drives.

Backup Services description

There are two types of backup available on the LDI network, the network file storage backup and workstation backup. The backup of the network file is done every night. The workstation backup is offered as a service. A request needs to be submitted to the IT Service Desk to activate the workstation backup. It is the responsibility of the user, to make sure that the backup software is running properly on the workstation. For any issues with the backup software contact immediately IT Service Desk.