



Data Management Tip Sheet

Tips for Managing Data Backups and Security

WAYS TO SAVE

- Flash memory sticks (thumb drives)
- External hard drives
- Cloud storage
- File server storage

CLOUD STORAGE

- Best known options are Google drive (formerly Google docs) and Dropbox
- There are many other cloud services that you can pay for, which offer storage for larger files of any type
- Cloud storage is accessible from any computer with an internet connection
- The UH Gmail account includes a Google drive account with 30 gigabytes of storage
- Dropbox offers 2 gigs of free storage

RELIABLE STORAGE

- Have files stored in at least 2 locations but 3 are recommended, eg. Computer hard drive, cloud storage and flash drive
- Flash memory is NOT reliable to work from. This means that files should be copied to your computer to be worked on and can be saved to the flash drive when you are finished.
- External hard drives can be worked from
- Consult your computer technician before purchasing an external hard drive to ensure data on the drive you purchase is recoverable in case of damage
- Regularly update your backup file locations

SECURITY

- Do NOT store sensitive PII information on any unsecure drive or cloud storage system
- If you will be working with sensitive information consult the Media Center to make sure you comply with all the University rules and standards.

