



UiT The Arctic
University of Norway

Storage resources at UiT

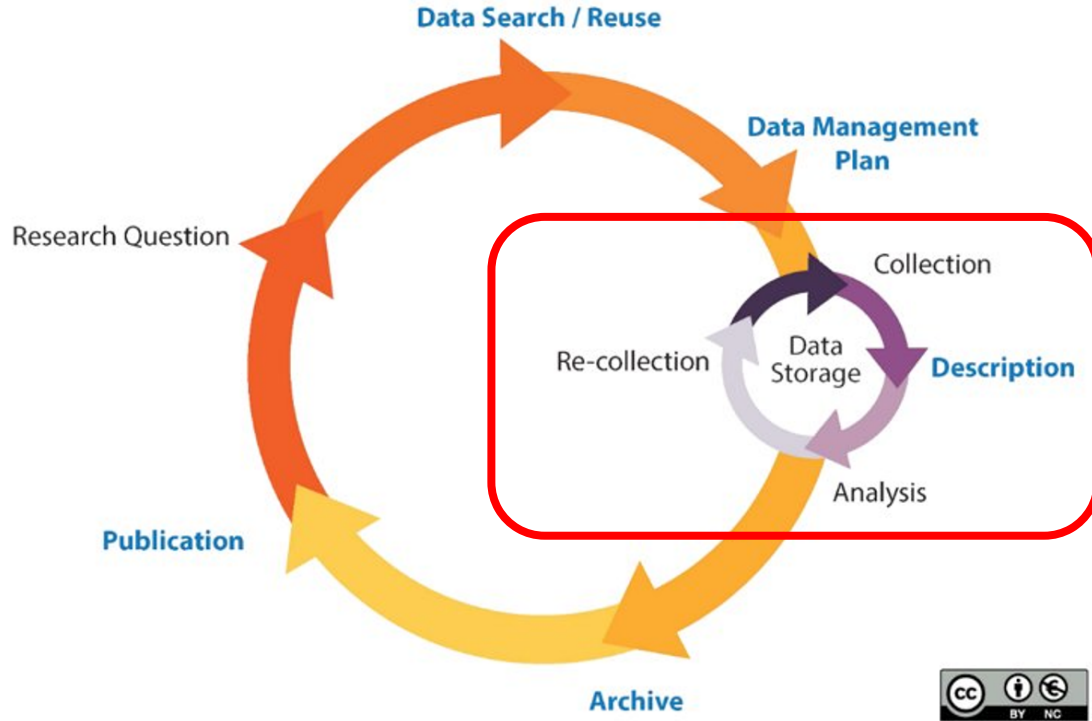
Tromsø, 6. December 2021

Erik Axel Vollan, IT department



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Storing vs Archiving



*Adapted original source:
The University of California, Santa Cruz,
Data Management LibGuide, Research Data Management Lifecycle, diagram,
viewed May 2, 2016 at <<http://guides.library.ucsc.edu/datamanagement>>*

Storing

- Collecting
- Raw data
- Active data
 - Analyse og bearbejding
- Safekeeping

Archiving

- Deposit in archives
- Publishing
 - Data made findable and reusable

3 main points of information security

- Confidentiality
 - Information is accessible only for users authorized for it
- Integrity
 - Information is protected from unauthorized deletion and manipulation
- Accessibility
 - Information is accessible to users when they need it

In practical terms

Data

- Classified according to confidentiality
- Stored in a system that protects against unauthorized change and deletion
- Stored on a backed-up system to prevent data loss

Classification

Informasjonssikkerhet og personvern ved UiT

UiT Norges arktiske universitet behandler store mengder informasjon innenfor forskning, utdanning, formidling og administrasjon. Det er avgjørende at vi klarer å ivareta informasjonssikkerheten på en god måte, ikke minst for å ivareta den tilliten UiT er avhengig av som forsknings- og utdanningsinstitusjon. Dette skal skje uavhengig av om informasjonen behandles fysisk eller digitalt.

Ønsker du komme i kontakt med faggruppe for personvern og informasjonssikkerhet? Kontakt oss på e-post sikkerhet@uit.no.

<https://uit.no/sikkerhe>

Ledelsessystem for informasjonssikkerhet og personvern

- Vedlegg til ledelsessystemet (retningslinjer, rutiner)
- Risikovurderinger
- Melde avvik
- IT-tjenester og systemer - hva har du lov til å bruke? Og når?
- Opplæring og veiledning
- Personvern
- Sikkerhetstiltak
- Om UiTs arbeid med sikkerhet og personvern

- Information must be classified. UiT Information Security Governance System Chapter 3
 - [Guidelines in Chapter 3 \(In norwegian\)](#).

- 4 classes:

Grønn	Gul	Rød	Svart
<i>Åpen</i>	<i>Intern</i>	<i>Fortrolig</i>	<i>Strengt fortrolig</i>

- The information owner is responsible for classifying

Criteria for classification classes

Detailed descriptions of the various confidentiality classes:

	Open
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This information *can* or *must* be available to anyone without special access rights.

Most of the information UiT manages is in the Green (Open) class because of the purpose of the university's activities or instructions relating to transparency in acts, regulations and other documents regulating public administration and the university's activities. Information may be classified as Green even though it is not openly available to everyone.

Examples of such information are:

- o a web page that presents a department or unit that is openly available on the internet
- o study material for a course that is openly available, but which is marked with a given licence and/or copyright
- o master's theses that do not need any protection
 - The faculty is responsible for assessing whether master's theses can/must be exempt from being made publicly available³, and as such shall be placed in a higher class.
- o research data that does not require any protection
 - the researcher is responsible for this assessment. For projects involving several researchers, the project manager is responsible.
- o teaching materials that do not need any protection
 - The teacher is responsible for this assessment.

Please note that although information in this class can be available to everyone, it is not necessarily the case that everyone shall be able to *change* the information. The integrity of the information must be safeguarded by only allowing authorised users to change the information (see the description of the various integrity classes). Moreover, information classified as open can not necessarily be distributed or used for other than its intended purpose.

	Internal use
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The information must have some degree of protection and may be available for both external and internal users, with controlled access rights. This class shall be used if it could cause a certain amount of harm to UiT or partners if the information becomes known to unauthorized persons. There is no statutory or internal requirement that the information shall be publicly available.

Examples of such information are:

- o certain unfinished documents
- o information that is exempt from being made publicly available
- o marks/grades
- o examination answer papers
- o unpublished research data and research works
- o unpublished proposals of research projects

	Confidential
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Red ("confidential") is used if it will cause harm to public interests, UiT, businesses, individuals or partners if the information becomes known to unauthorized persons. The information must be controlled with strict access rights.

Examples of such information are:

- o certain strategy documents
- o confidential information
- o certain special categories of personal data (formerly known as "sensitive personal data"), such as health data
- o certain information of significance to building security and/or information security
- o examination question papers before they are given
- o certain types of research data and research works
- o certain applications for research funding

	Strictly confidential
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Black ("strictly confidential") is used if it will cause *significant* harm to public interests, UiT, businesses, individuals or partners if the information becomes known to unauthorized persons. The information must be controlled with the strictest access rights.

This category shall only be used when strictly necessary and always in consultation with the information security adviser at UiT.

Examples of such information are:

- o large amounts of special categories of personal data (formerly known as "sensitive personal data"), such as health data
- o health registers of a certain scope
- o research data and research works of high economic value
- o information about people with requiring special protection, e.g. "secret addresses"

Services allowed

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Vedlegg til ledelsessystemet (retningslinjer, rutiner)


Risikovurderinger


Melde avvik


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Opplæring og veiledning


Personvern

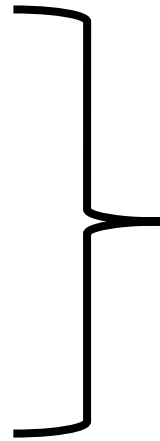

Sikkerhetstiltak


Om UiTs arbeid med sikkerhet og personvern

Services allowed

System / tjeneste	Åpen/Grønn	Intern/Gul	Fortrolig/Rød	Strengt fortrolig/Svart	Databehandler (hvis aktuelt)
Canvas	OK	OK	ikke godkjent	ikke godkjent	Instructure
Ephorte	OK	OK	OK	OK	Egen drift
E-post (office 365)	OK	OK	ikke godkjent	ikke godkjent	Microsoft
EUTRO	OK	OK	OK	OK	Egen drift
Fellesområder	OK	OK	ikke godkjent	ikke godkjent	Egen drift
Felles Studentsystem (FS)	OK	OK	ikke godkjent	ikke godkjent	Unit
Forms (office 365)	OK	OK	ikke godkjent	ikke godkjent	Microsoft
Hjemmeområdet (H:\)	OK	OK	ikke godkjent	ikke godkjent	Egen drift
Mediasite	OK	OK	ikke godkjent	ikke godkjent	Unit
Nettskjema / Sikkert nettskjema	OK	OK	OK ¹	ikke godkjent	UiO
OneDrive for Business (office 365)	OK	OK	OK ²	ikke godkjent	Microsoft
Request Tracker (RT)	OK	OK	ikke godkjent	ikke godkjent	Egen drift
Sharepoint (office 365)	OK	OK	OK ²	ikke godkjent	Microsoft
Stream (office 365)	OK	OK	ikke godkjent	ikke godkjent	Microsoft
Sway ⁵ (office 365)	OK	ikke godkjent	ikke godkjent	ikke godkjent	Microsoft
Teams (office 365) - filer	OK	OK	OK ²	ikke godkjent	Microsoft
Teams (office 365) - møter	OK	OK	OK ³	ikke godkjent	Microsoft
TOPdesk	OK	OK	OK ⁶	ikke godkjent	TOPdesk
Tjeneste for sensitive data (TSD)	OK	OK	OK	OK	UiO
WiseFlow	OK	OK	OK ⁴	ikke godkjent	UNLwise
Yammer (office365)	OK	ikke godkjent	ikke godkjent	ikke godkjent	Microsoft
Zoom	OK	OK	ikke godkjent	ikke godkjent	Uninett

Integrity
• Availability



Store data on a secure
backed-up system

Office 365

Office 365 is UiT's primary collaboration and storage tool
Departmental shared disks will be moved to Teams/Sharepoint in 2021

- The home folders will be moved to OneDrive

Office 365 for research data

Teams/SharePoint – groups and projects

OneDrive – personal storage. NB!! **Is deleted** when users leaves
UiT!

Office 365 lets you share data

- Users you are sharing with must have an Office 365 account and can be invited as guests
- You administer sharing yourself
 - ITA can help you
- To send (large) files: Uninett Filesender
 - <https://filesender.uninett.no>



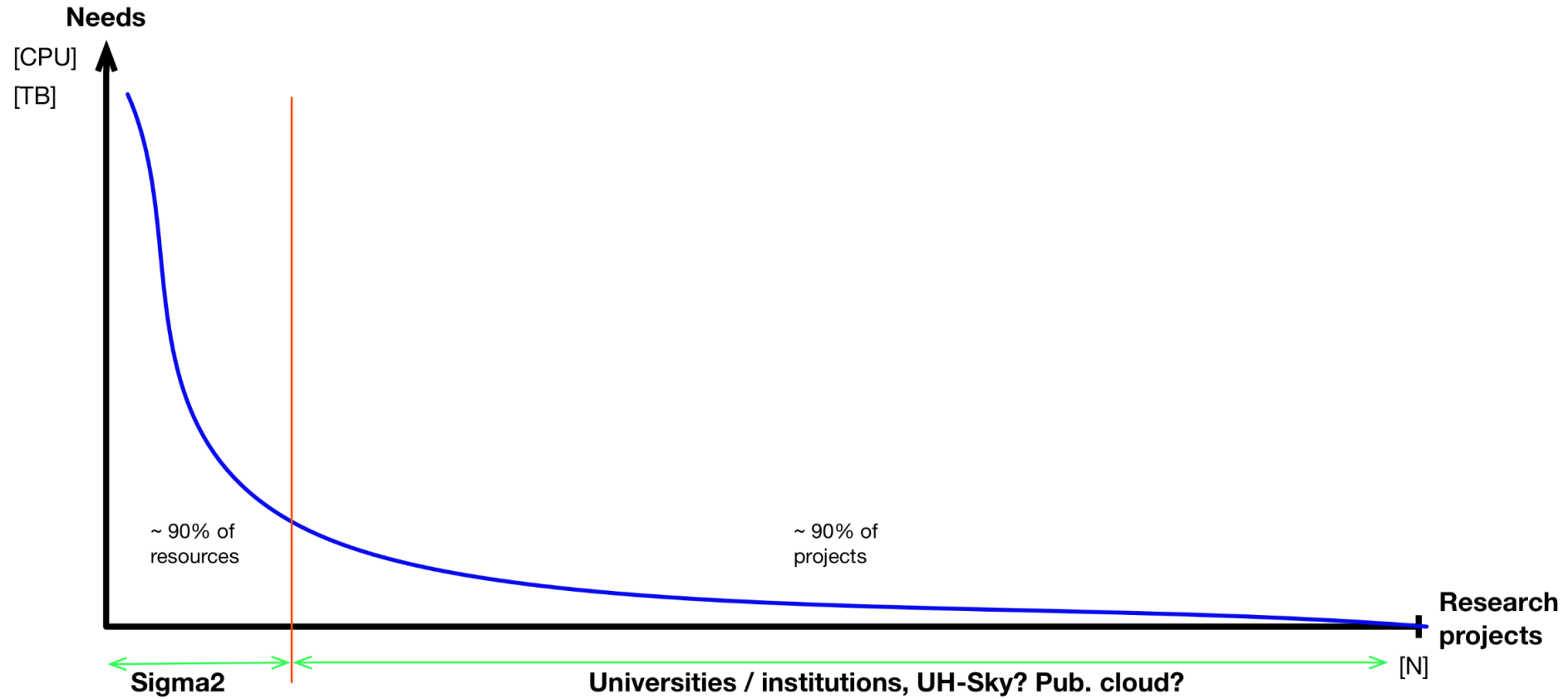
Local storage resources

- Research data service
 - Not directly mountable on client computers
 - Up/Download via terminal server client
- Contact the helpdesk for space

Governance

- Base quota of 5 TB free storage per user.
- Pricing model for large projects (0.5 – 1 NOK/GB/Year)

Projects with LARGE storage needs



Credit: H. Eide, UNINETT Sigma2



National e-infrastructure for high-performance computing and storage

- Supercomputers in Tromsø og Trondheim
- Storage through **NIRD** - **N**ational e-**I**nfrastructure for **R**esearch **D**ata
For storage needs from 10TB and above
- Has its own resource allocation procedures
 - More info: <https://www.sigma2.no/>

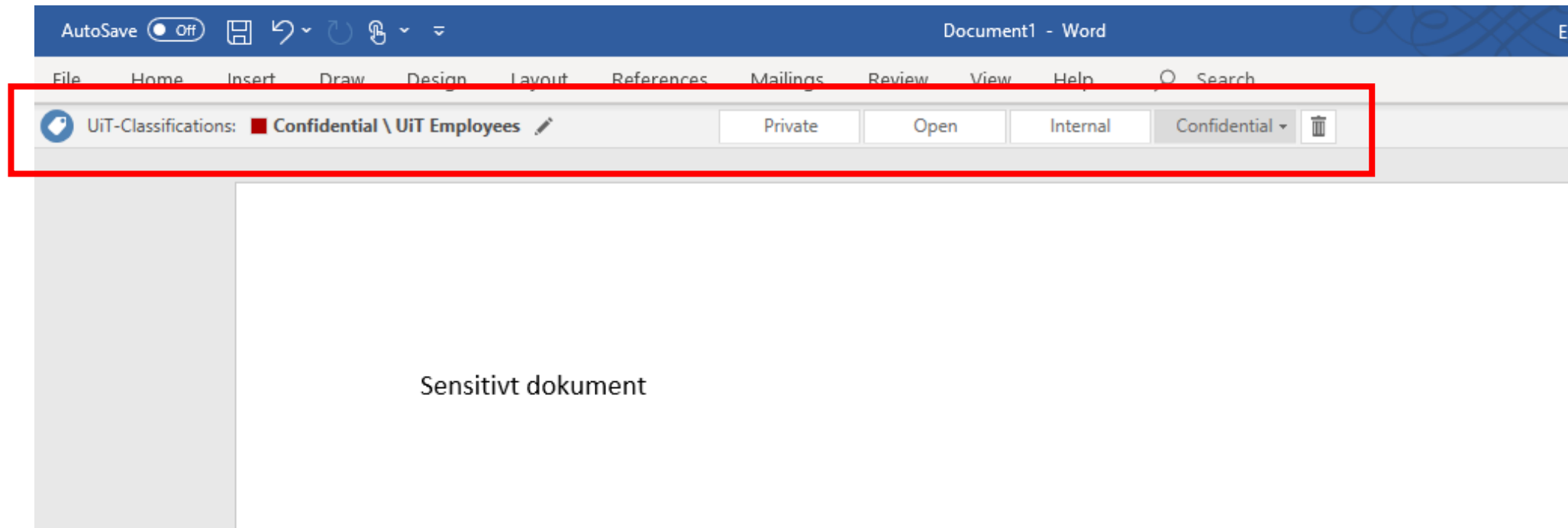
Storing sensitive data

Red data can be stored in Office 365 on 2 conditions

1. Your account must be set up with 2-factor authentication – all employees are
2. Data must be protected with Azure Information Protection (AIP)
 - Built in tool in Office programs (Word, Excel)
 - Can protect other file formats through a manual procedure
 - Requires decrypting before you can work on file

Azure Information Protection

- Built in tool in Office programs like Word, Excel
- Encrypts data according to classification



Services for Sensitive Data

- UiT buys this service from UiO
- Closed environment for storage and analysis
 - Statistics
 - NVIVO
- Very high level of security
 - Strict controls of data import and export
 - All projects totally isolated from other projects
- Nettskjema can send encrypted forms directly to TSD
- Smartphone Dictaphone app can send directly to TSD
- For more info : [TSD web pages](#)
- Cost for projects: NOK 15000 / year
- UiT ITA can give limited local support.



ITA work in progress

Cloud-based services – the future of ITA at UiT

- Applications and storage – increased flexibility and dynamics

- Cloud-based student labs

- Departmental shared drives moving to SharePoint

- Home folders moving to OneDrive

Better tools for red data

- HUNT Cloud will be available for UiT users

- Remote Desktop-tjeneste for red data – «TSD Light»

E-learning on Office 365

<https://app.xtramile.no/courses/uitnorgesarktiskeuniversitet>

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FILTRER

KURS

OBLIGATORISK FOR ALLE / OBLIGATORY FOR EVERYONE (2 kurs)

Obligatorisk for ansatte
716 Påmeldte 9 Leksjoner

Obligatorisk for studenter
118 Påmeldte 4 Leksjoner

INFORMASJONSSIKKERHET, PERSONVERN, GDPR (NORSK) (4 kurs)

Nasjonal sikkerhetsmåned
36 Påmeldte 9 Leksjoner

Nye personvernregler fra 2018
104 Påmeldte 3 Leksjoner

Informasjonssikkerhet
48 Påmeldte 15 Leksjoner

GDPR - Hvorfor, hvordan og hva
91 Påmeldte 7 Leksjoner

OFFICE 365 (NORSK) (9 kurs)

Office 365 - norsk
232 Påmeldte 9 Leksjoner

Teams - Kom i gang med Microsoft Teams
82 Påmeldte 3 Leksjoner

Teams - Gjør samhandling enklere
49 Påmeldte 5 Leksjoner

Teams - Administrer medlemmer og innhold
58 Påmeldte 4 Leksjoner

Planner - norsk
27 Påmeldte 5 Leksjoner

SE MER

WORD, EXCEL, POWERPOINT, OSV (NORSK) (10 kurs)

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UiT NORGES ARKTISKE UNIVERSITET SELVBETJENINGSKURS

Obligatorisk for ansatte

KURS

MINE KURS

MIN PROFIL

LOGG UT

KURSBESKRIVELSE

Obligatorisk for ansatte

Samling av leksjoner som er obligatoriske for UiT ansatte.
You need to know this content. Collection of lessons that are obligatory for UiT employees.

VELG LEKSJONER

Klassifiser filene dine! - Leksjon FULLFØRT

Klassifiser filene dine - hvordan - Leksjon FULLFØRT

Office 365? Hva for noe? - Leksjon START NÅ