

# Guide

**Storing research data at Stockholm University**



Stockholm  
University

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# General information about the storage solution

- Stockholm University offers a storage solution for research data in collaboration with [Sunet](#).
- The system shall meet the storage needs of research data at the university and intends to replace or supplement other storage alternatives.
- Researchers and doctoral students at Stockholm University receive a basic allocation of 200Gb free of charge.
- Extra storage space can be ordered by an individual researcher / doctoral student or for groups / research projects at a cost of 6 öre / Gb / month.

# Security and backup

All data is stored on servers in Sweden, within the country's borders:

- The technical conditions for complying with both the GDPR and ensuring the integrity of the stored material regarding external interests can be considered fulfilled. The integrity of the stored data is not affected by e.g. Cloud Act.
- The system meets the ISO27001 series requirements for data protection.
- The system has a built-in redundancy that protects against losses if any component in the system breaks down - Regular back-up storage, however, needs to be ordered separately.

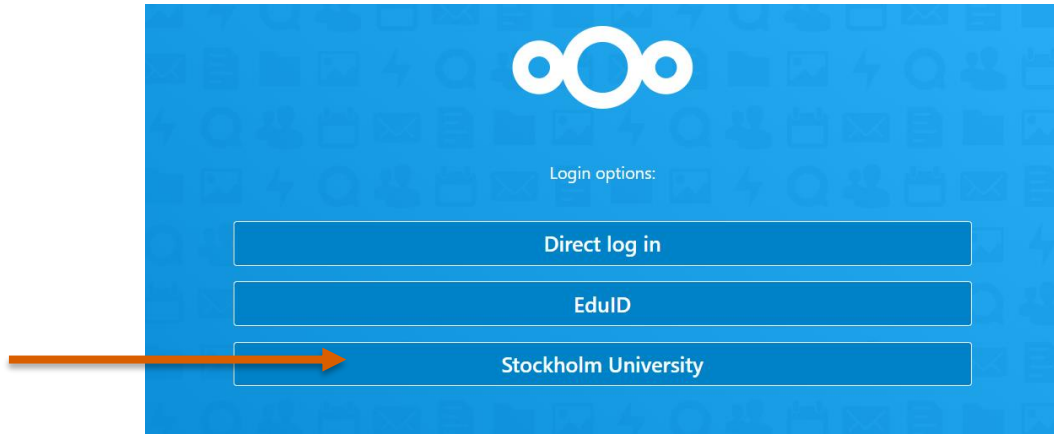
# Your Responsibilities as a Researcher

Technically the solution provides good information protection. However, the researcher has responsibility for the following:

- To ensure that personal data is handled correctly in the system, researchers with research projects where personal data is handled may need to make an impact assessment, also called [Privacy Impact Assessment \(PIA\)](#) or [Data Protection Impact Assessment \(DPIA\)](#) according to GDPR. Please note that an impact assessment may need to be done regardless of where you choose to store your data.
- It is the responsibility of the researcher / project (PI) to ensure that only authorized individuals have access to the information.
- Each researcher / project must define their need for back-up storage for all or part of their data.

# Log in to NextCloud and activate the storage area

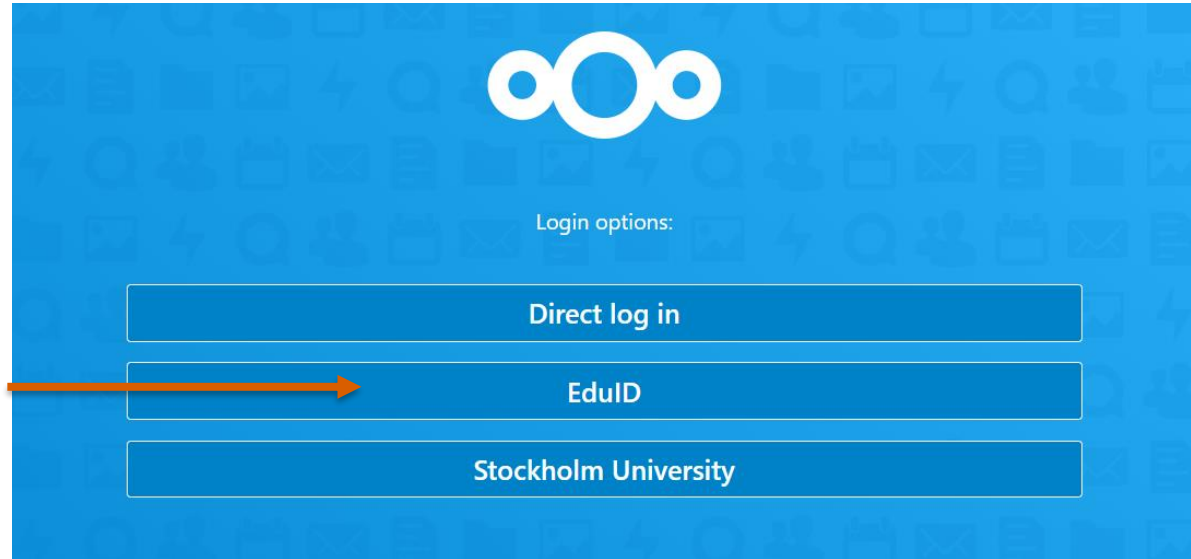
To access the basic allocation of 200Gb and the storage space, [log in to Nextcloud](#) with your university login. Always use the login option "Stockholm University" if you have an account at Stockholm University.



The first time you log in, your 200Gb storage space is created. It's called "200Gb\_userdata". It takes about 5 minutes for the system to create your storage space. In exceptional cases, it takes a little longer. Then wait a while and log in again.

# Log in as an external user

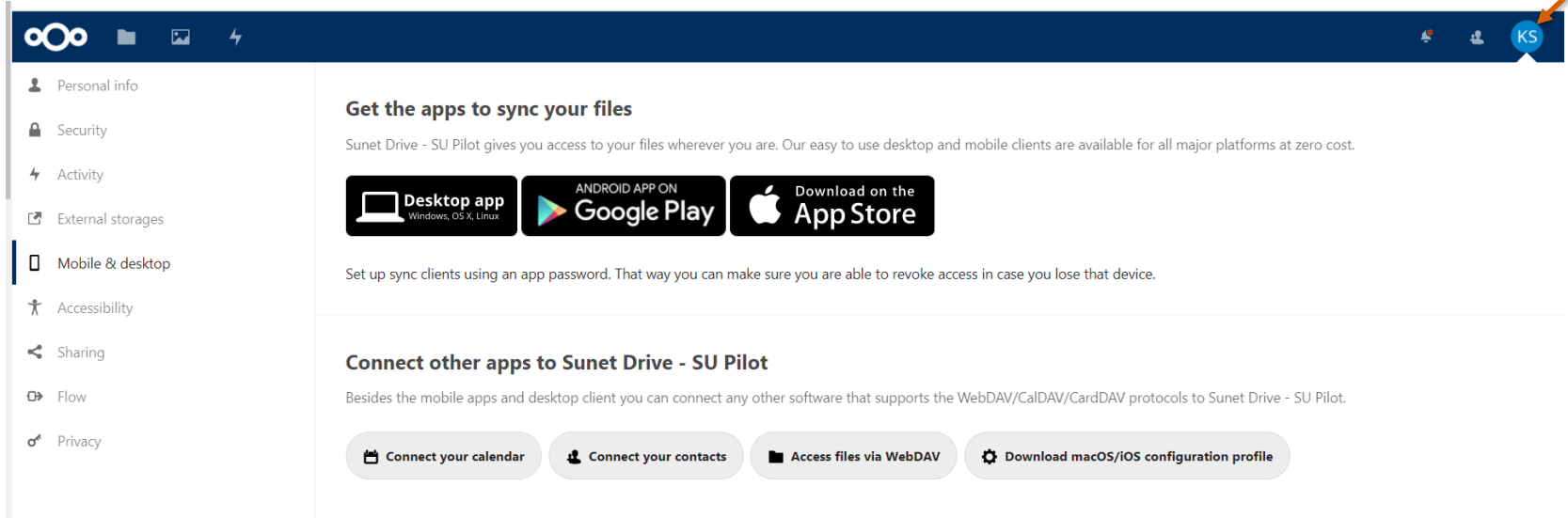
As an external user, you can [log in with EduID](#). If you log in with EduID you can access the storage spaces that someone at Stockholm University has given permission for.



Everyone can  
get an EduID at  
<https://eduid.se>

# Use Nextcloud via Sync Client - step 1

- Sign in to NextCloud
- Click on the icon with your initials on the right, choose settings
- Click on Mobile & desktop

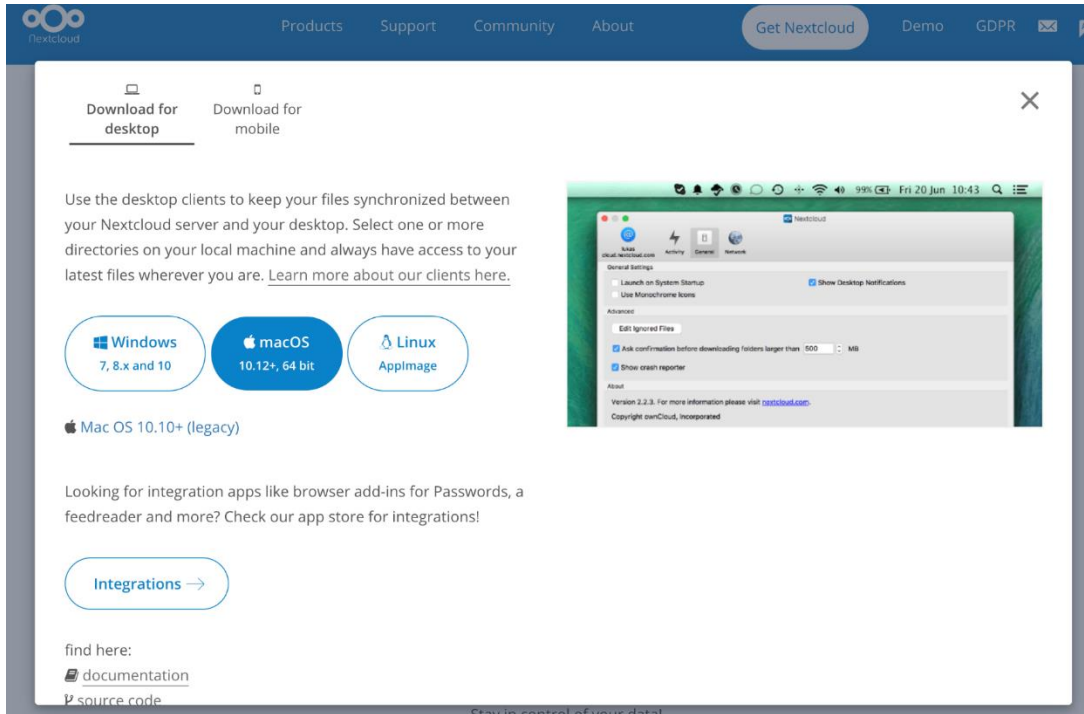


The screenshot shows the Nextcloud web interface. The top navigation bar is dark blue with the Nextcloud logo on the left and a user profile icon labeled 'KS' on the right. An orange arrow points to the 'KS' icon. The left sidebar contains a menu with items: Personal info, Security, Activity, External storages, Mobile & desktop (highlighted), Accessibility, Sharing, Flow, and Privacy. The main content area is titled 'Get the apps to sync your files' and includes a sub-header 'Sunet Drive - SU Pilot gives you access to your files wherever you are. Our easy to use desktop and mobile clients are available for all major platforms at zero cost.' Below this are three buttons: 'Desktop app' (Windows, OS X, Linux), 'ANDROID APP ON Google Play', and 'Download on the App Store'. A paragraph below these buttons states: 'Set up sync clients using an app password. That way you can make sure you are able to revoke access in case you lose that device.' The second section is titled 'Connect other apps to Sunet Drive - SU Pilot' and includes the text: 'Besides the mobile apps and desktop client you can connect any other software that supports the WebDAV/CalDAV/CardDAV protocols to Sunet Drive - SU Pilot.' Below this text are four buttons: 'Connect your calendar', 'Connect your contacts', 'Access files via WebDAV', and 'Download macOS/iOS configuration profile'.



# Use Nextcloud via Sync Client - step 2

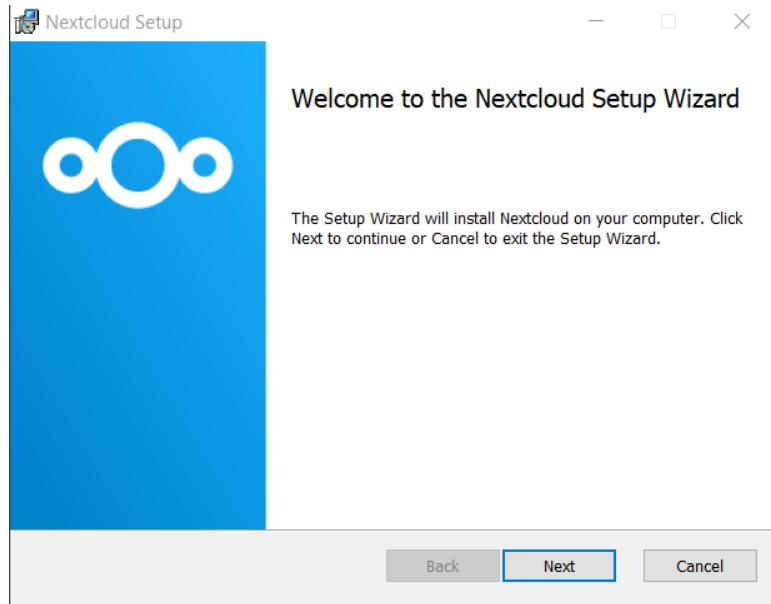
Download the sync client offered for your operating system



The screenshot shows the Nextcloud website's desktop client download page. The page has a dark blue header with the Nextcloud logo and navigation links: Products, Support, Community, About, Get Nextcloud, Demo, GDPR, and a mail icon. Below the header, there are two tabs: "Download for desktop" (selected) and "Download for mobile". The main content area features a paragraph explaining the desktop clients, followed by three buttons for "Windows 7, 8.x and 10", "macOS 10.12+, 64 bit", and "Linux AppImage". Below these is a link for "Mac OS 10.10+ (legacy)". A section titled "Integrations" with a right-pointing arrow is also present. At the bottom, there are links for "documentation" and "source code". An inset image on the right shows the Nextcloud desktop application settings window on a Mac, with tabs for "About", "General", and "Network". The "General" tab is active, showing options like "Launch on System Startup", "Use Monochrome Icons", "Show Desktop Notifications", "Advanced" settings (including "Ask confirmations before downloading folders larger than 500 MB" and "Show crash reporter"), and "About" information (Version 2.2.3).

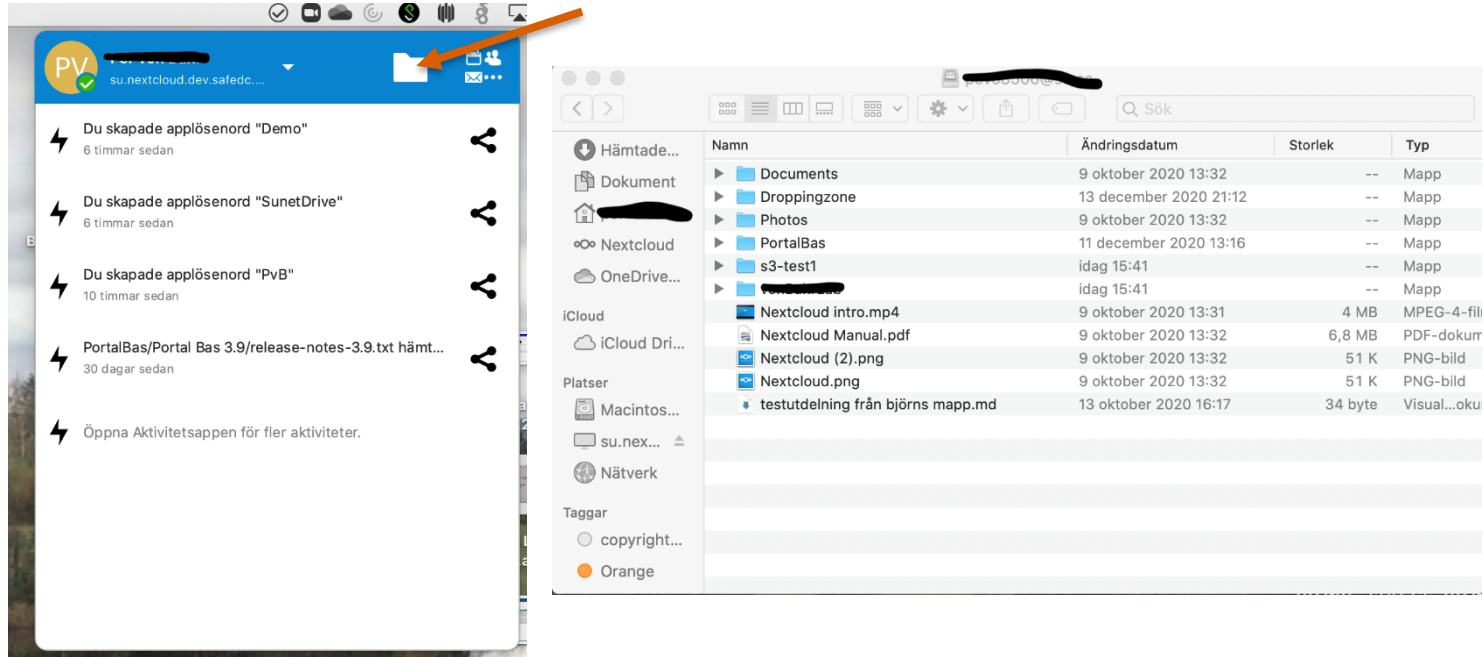
# Use Nextcloud via Sync Client - step 3

Depending on which operating system you use, it will look different, but the basis is that you agree to install a sync client and then choose which folders to mirror on your computer.



# Use Nextcloud via Sync Client - step 4

Via an icon or "Finder" you can see what is in these folders, and decide which folders to sync.



# Sync your computer via WebDAV - step 1

You can also use all common clients (usually called "FTP clients") to access your storage space and retrieve / leave or sync your data via a protocol called WebDAV.

To do this, you need three components that you get via "my pages" in the Web interface:

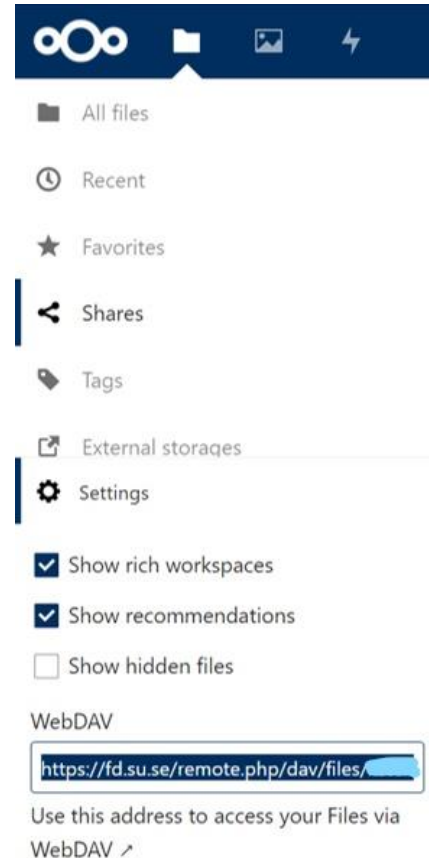
- A link to the storage area
- A login name
- A secure password generated via "my pages"

The following pages describe how to do this most easily

# Sync your computer via WebDAV - step 2

Link to the storage area can be found as follows:

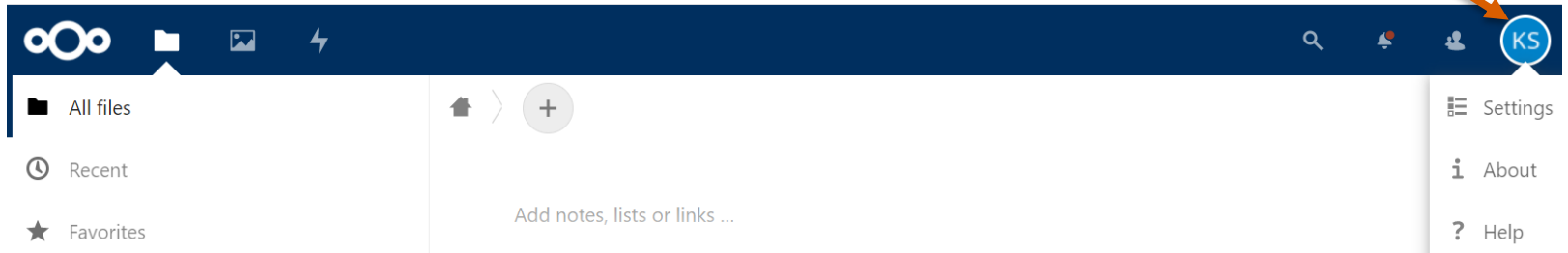
- Click Files on the top menu
- Click Settings at the bottom left
- The link is below the heading WebDAV



# Sync your computer via WebDAV - step 3

Create your login Step 1:

Click on the icon with your initials at the top right and then "settings" in the drop-down menu.



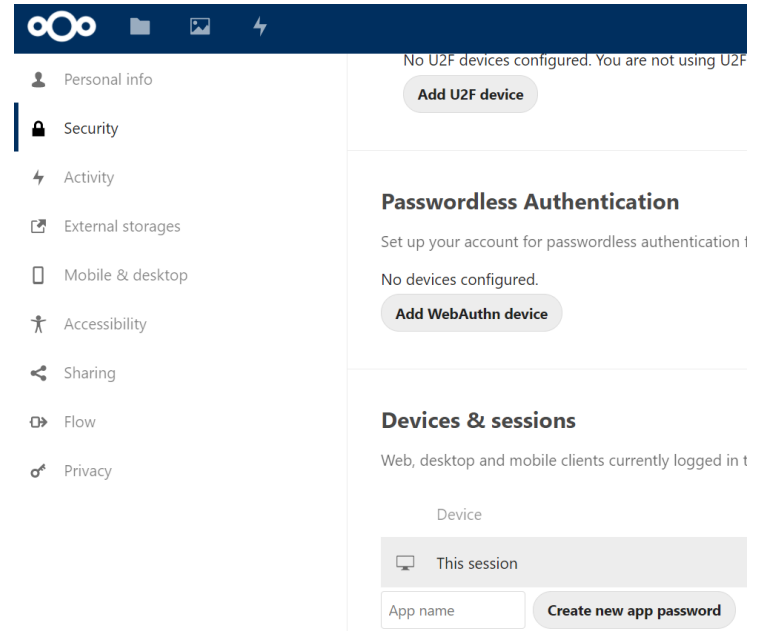
# Sync your computer via WebDAV - step 4

Create your login information Step 2:

Click on "Security". At the bottom it says

"Create new app password". Give your connection a name of your choice (In "App name") and click on "Create new app password".

Now both your login name and the password you will use in your FTP client are displayed.



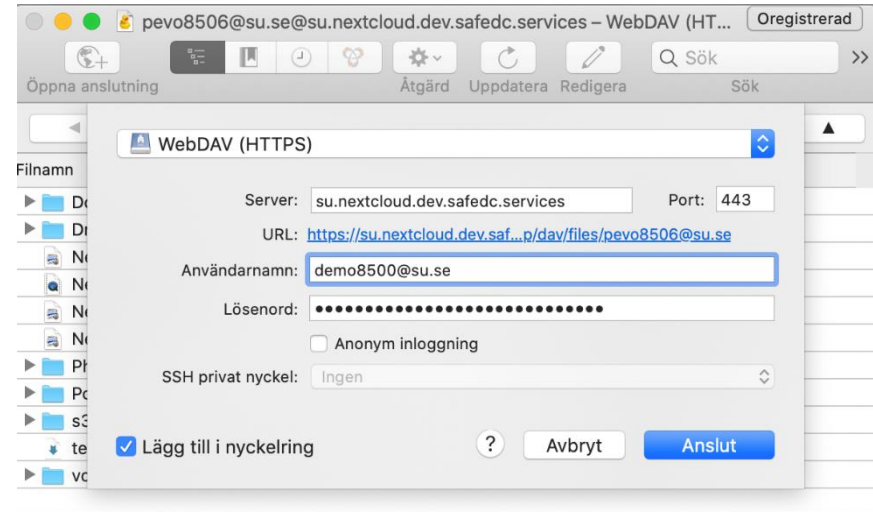
# Sync your computer via WebDAV - step 5

Enter the following information in you client

**Please note!**

You should not select "FTP" or "SFTP" as the connection method / protocol, you should select "WebDAV (HTTPS)".

Welcome! Now you can work as you are used to with your client.





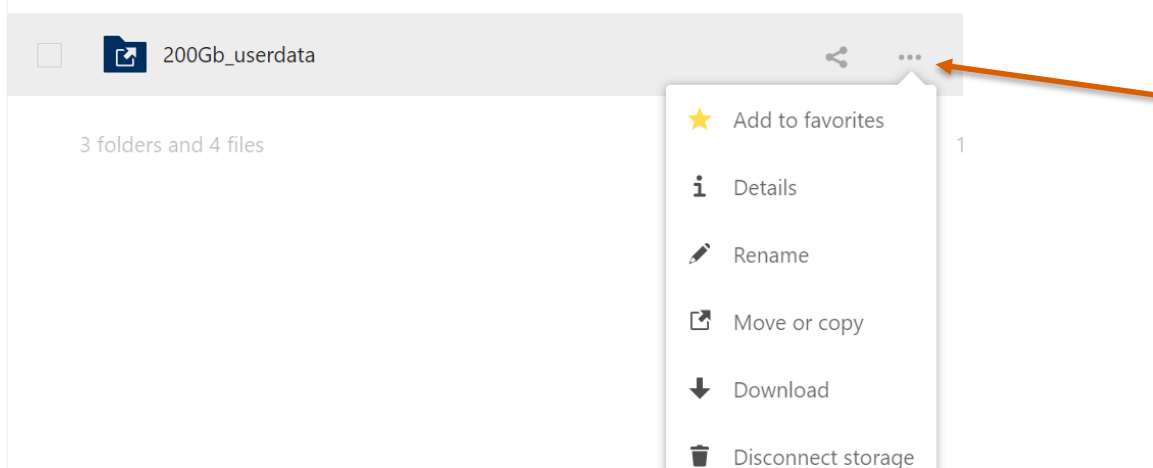
# Use your computers operating system to access folders

Different operating systems allow folders from the storage solution to be installed directly in the finder. Use the same link and login information as for the sync clients, as described above.

Please note that different operating systems handle this in different ways. Apple can e.g. take a long time to assemble the folders for the first time.

# Assign access to folders - step 1

To give others access to specific folders click on "three points" to the right of the folder name and then on "details".

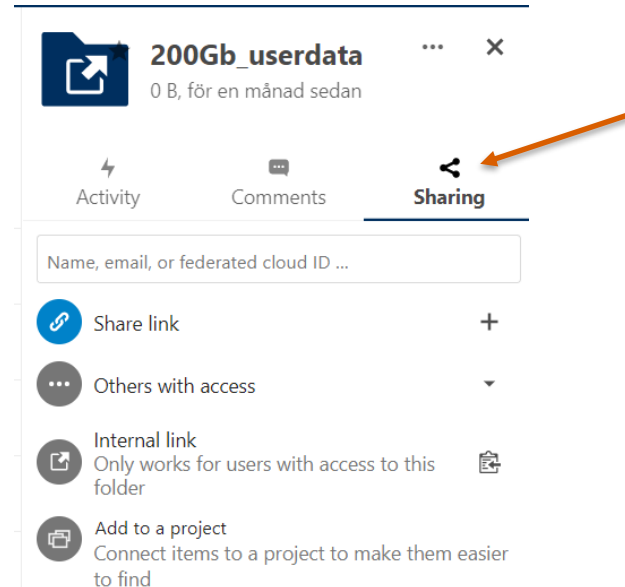


# Assign access to folders - step 2

Below "Details", select **sharing** and distribute the access rights you select to a user.

**Important!** In order for you to be able to see a user and distribute access rights, he/she must have logged in to the system once.

In your home directory there is a NextCloud manual with detailed information on how to set different access rights for those you share folders with.



# Connecting systems: machine to machine

For those who have measuring equipment or something else that generates large amounts of data, it is possible to connect the systems machine-to-machine to store data directly, without any manual step.

If you need this, contact [datastorage@su.se](mailto:datastorage@su.se), to get help from Sunet in setting up these technical solutions.