

UNIVERSITY OF OSLO

Module IV: Data Classification and Storage Selection

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The University of Oslo Library

Materials developed as part of the *Skills development project for research data*:
<https://www.ub.uio.no/english/about/projects/rdm-skills/>



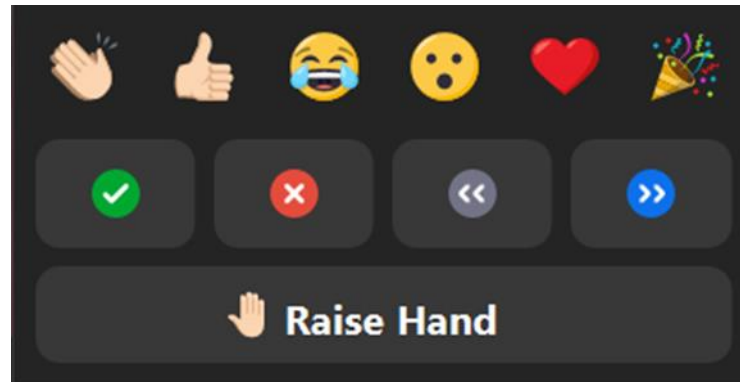
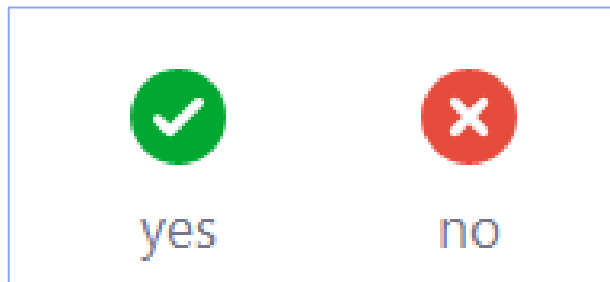
Today's course

- 45-minute lecture
- A short break
- Q&A session

Please feel free to write comments and questions in the Chat!

Zoom Feedback Test

Open the menu “Participants” / “Reactions” and click on “Yes” in the bottom of the menu. Then click on “No”.



Types of research data

- Qualitative or Quantitative?
- Observational, Experimental, Computational or Records?
- Personal data or not?
 - General (non-sensitive) personal data:
 - name, address, phone number, e-mail, exam grades, case documents, e-mail communication, audio- and video-recordings, images, log-in activity
 - Sensitive personal data:
 - health information, biometric or genetic information, ethnic or racial origin, political/philosophical/religious perceptions and beliefs, sexual orientation, sexual relationships, trade-union membership

On ownership

- All UiO information shall have an unambiguous and identifiable owner.
- Anyone should easily be able to find out who is responsible for keeping the information updated, maintained and correctly labeled.
- The «information owner» is responsible for the assessment used to place the information in its given category.
- In those cases where an owner cannot be identified, the University Director is responsible for the information.

On ownership – How to decide which class to use?

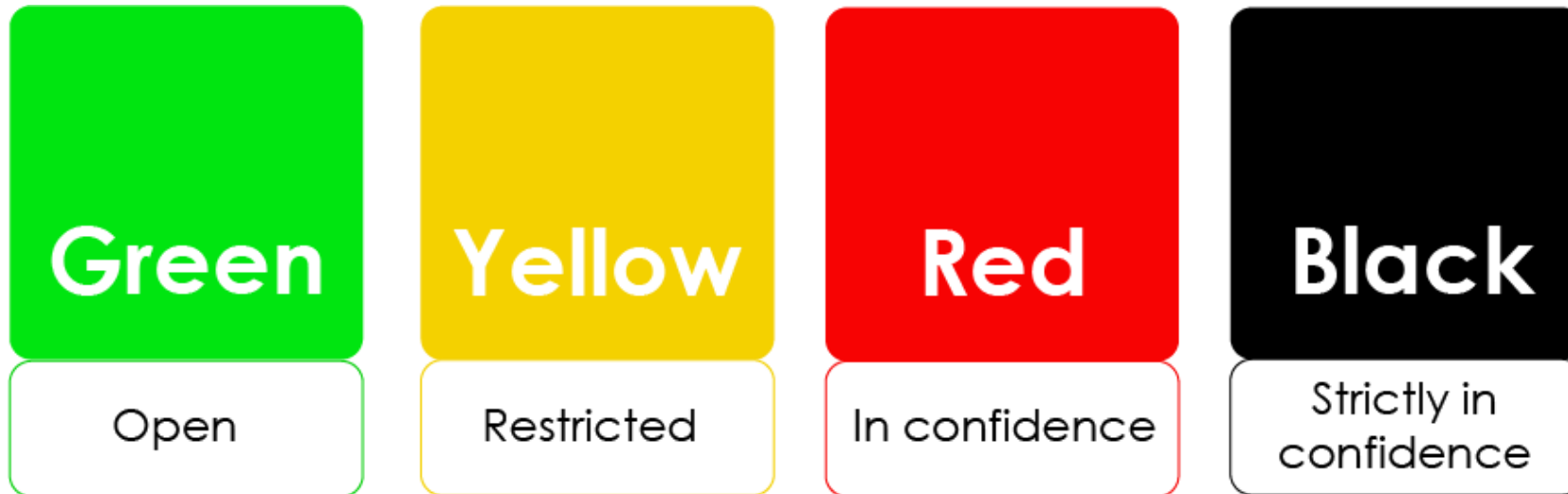
- Always put the information in a sufficiently safe class.
- If you are not sure whether to your information is red or yellow, choose red.





DATA CLASSIFICATION

Classifying your data



<https://www.uio.no/english/services/it/security/isis/data-classes.html>

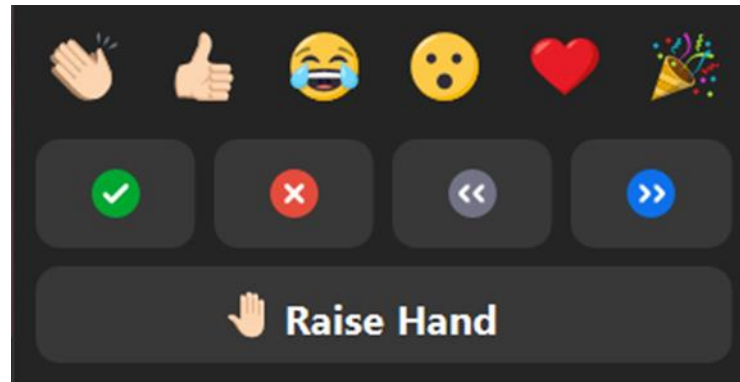
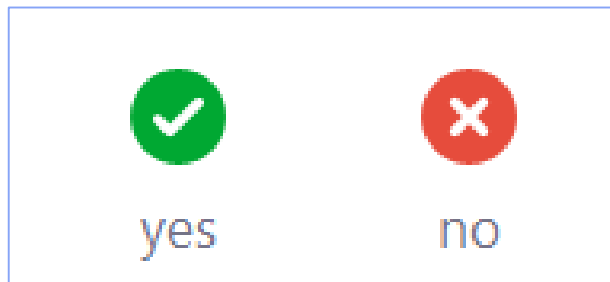
What is **green** data

- Open or freely available
- This class is used when it **does not cause any harm** to the institution if the information becomes known to unauthorized persons.
- Any research that is published openly. Information that is not public, needs to be removed first.
- Teaching material that is not subject to copyright
- Completely anonymous data
- Data without any financial or commercial value
- Statistics



Question 1

Do you think you (will) work with **green** data?



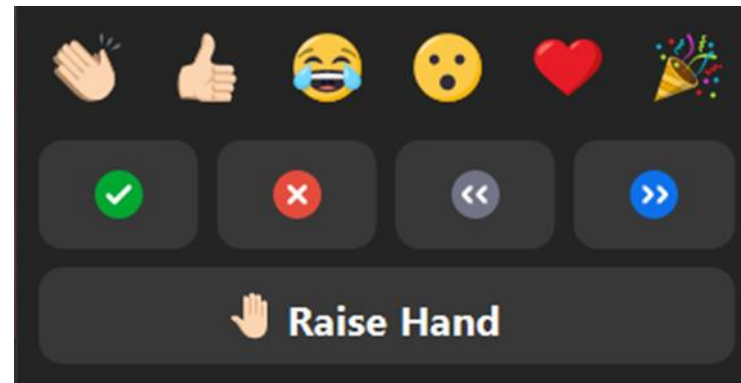
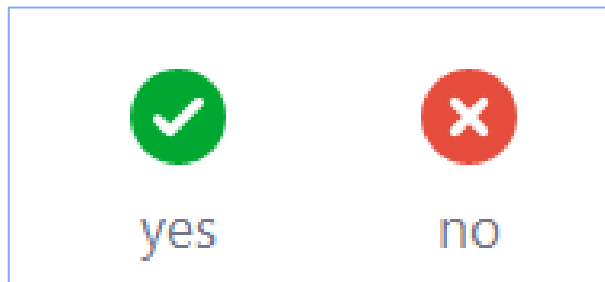
What is **yellow** data?



- Restricted
- This class is used when it **could cause a certain damage** to the institution if the information becomes known to unauthorized persons.
- Documents that you don't want everyone else to read
- De-identified data where the key is locked away and stored safely away from the data
- Data sets containing minor amounts of non-sensitive personal data
- E-mail attachments that don't contain information that needs protection
- Unpublished research material
- Texts and pictures under copyright

Question 2

Do you think you (will) work with **yellow** data?



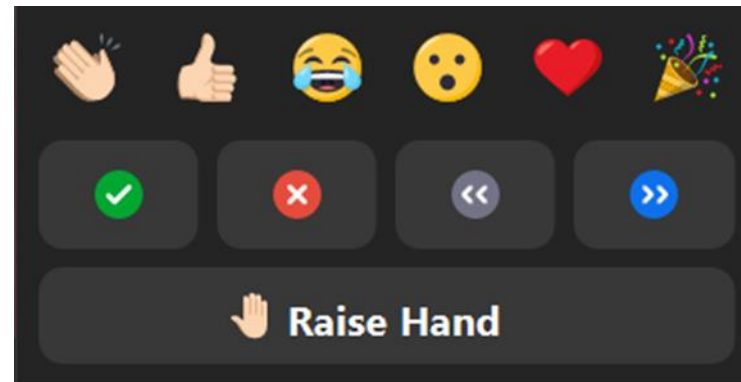
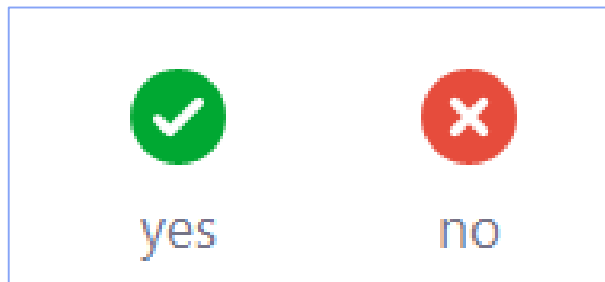
What is **red** data?

- In confidence
- This class is used if it **could cause harm** to public interests, the university or individuals if the information becomes known to unauthorized persons.
- De-identified data where the key is available and stored with the data
- Special categories of personal data
- Personnel files
- Information relating to e.g. safety systems in buildings or IT systems
- Health related data



Question 3

Do you think you (will) work with **red** data?



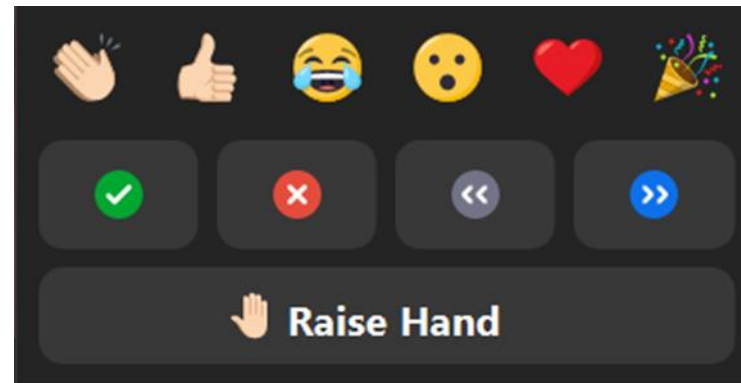
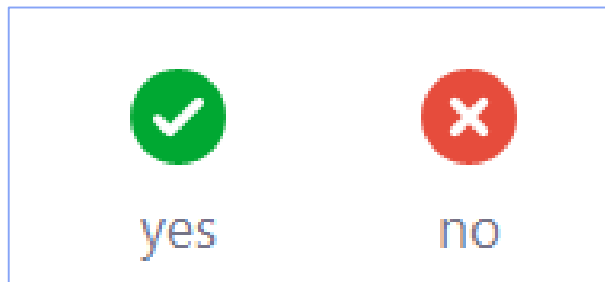
What is **black** data?



- Strictly in confidence
- This class is used if it **could cause significant harm** to public interests, the university or individuals if the information becomes known to unauthorized persons.
- Research data that requires extra protection
- Large quantities of sensitive personal data
- Large quantities of health related data
- Research data that is of great financial or commercial value

Question 4

Do you think you (will) work with **black** data?





You must familiarise yourself and comply with the data processing guidelines.

Consult with your PI, local IT or USIT!

5 min for a cup of coffee or tea...

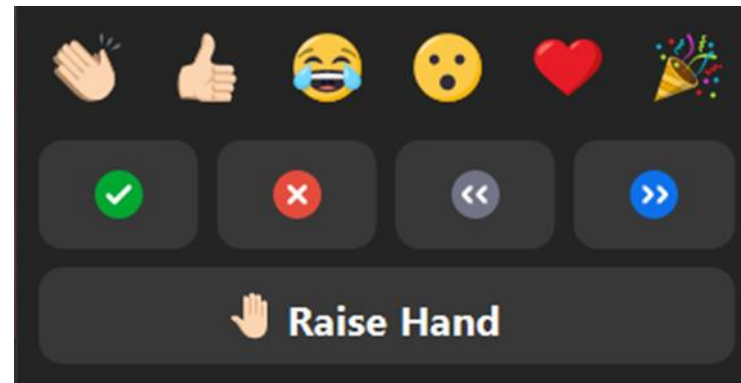
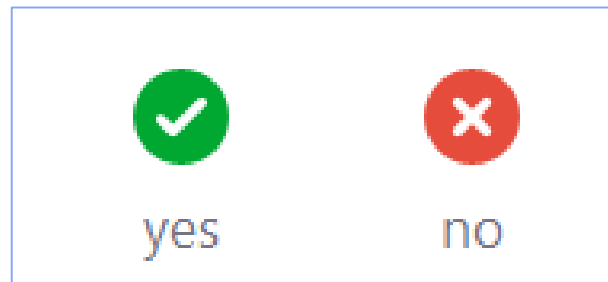




STORAGE SELECTION

Question 5

Do you primarily use a private laptop/computer for your research?



Where can you store the different types of data?

Data storage guide:

<https://www.uio.no/english/services/it/security/isis/storage-guide.html>



Where can you store the different types of data?

- **Green data:**
 - anywhere you want, but ideally **not only** on your private laptop (very vulnerable!)



Where can you store the different types of data?

- **Yellow data:**

- Encrypted memory stick / external hard drive
- Encrypted laptop maintained by UiO
- UiO cloud solutions (UiO OneDrive, UiO G-Suite, ...)
- UiO TSD
- UiO storage hotel («Iagringshotell»)
- UiO personal research storage
- UiO e-mail; UiO Teams; UiO Zoom; UiO Nettskjema; UiO Canvas, UiO Vortex, UiO Wiki...
- **Not** your private laptop, unless you comply with [the guidelines for use of private computer](#)



UiO commercial cloud solutions

- Microsoft Office365 + OneDrive

<https://www.uio.no/english/service/s/it/store-collaborate/o365/>



- Google Drive + Docs, Sheets, etc

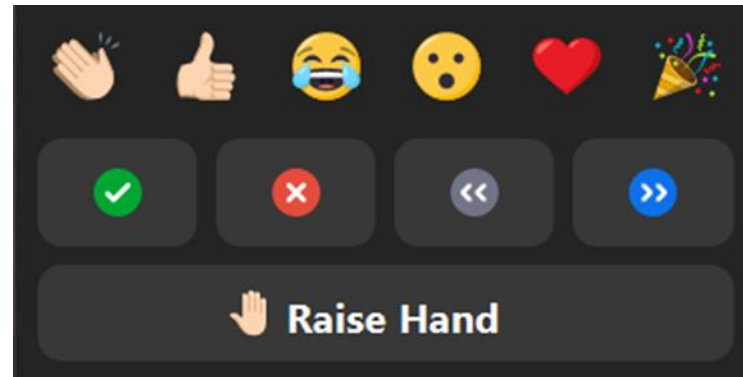
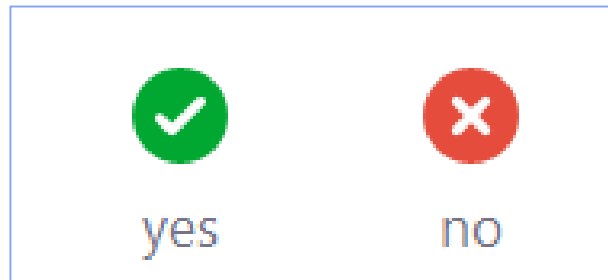
<https://www.uio.no/english/service/s/it/store-collaborate/gsuite/>



Question 6

We have shown you UiO's commercial cloud solutions, *Microsoft OneDrive & Office365* and *Google G-Suite*.

Are you aware of any other commercial cloud solutions offered by UiO?



Where can you store the different types of data?

- **Red data:**

- Fully encrypted disc, memory stick or external harddrive
- Services for sensitive data – TSD
- UiO Storage Hotel*
- UiO Personal researcher storage*
- UiO Vortex*

*see Storage guide for details!



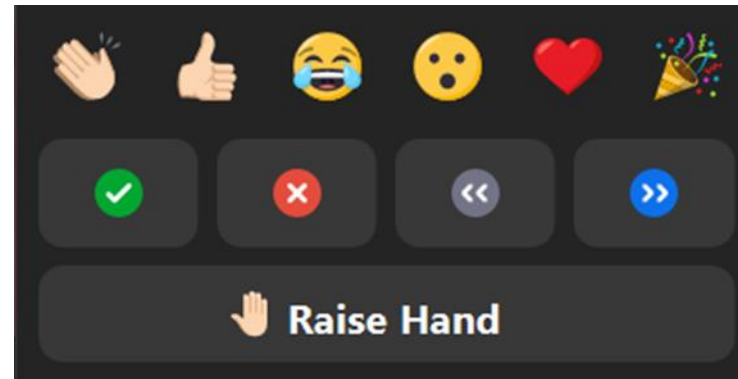
Where can you store the different types of data?

- **Black data:**
Services for sensitive data – TSD



Question 7

Do you think you will be using TSD during your research time at UiO?



Educloud Research

= «TDS light»

- New project-oriented self-service platform that gives easy and fast access to:
 - A work environment for research projects that have cross institution and cross border users
 - Storage that is available from anywhere, from any device and shared between project users and project platforms
 - A low threshold HPC system that offers batch job submission and interactive nodes, and that has access to the same storage as the Windows and Linux resources available to the project
- For now for **green** and **yellow** data, but very soon for **red** too
- UiO projects will not be charged for the service in 2021 as a startup and sign-on bonus
- More information at: <https://www.uio.no/english/services/it/research/platforms/edu-research/>
<https://www.uio.no/english/services/it/research/platforms/edu-research/more/>

Workshops

- Shut Up and Write: Documentation (on-site)
 - Monday 25/10 11:00-12:30, Læringsoasen in GSH

<https://www.ub.uio.no/english/courses-events/courses/other/research-data/time-and-place/suaw-doc-ws-uio-fall2021-1.html>

- Shut Up and Write: Documentation (online)
 - Monday 01/11 11:00-12:30, Zoom

<https://www.ub.uio.no/english/courses-events/courses/other/research-data/time-and-place/suaw-doc-ws-uio-fall2021-2.html>

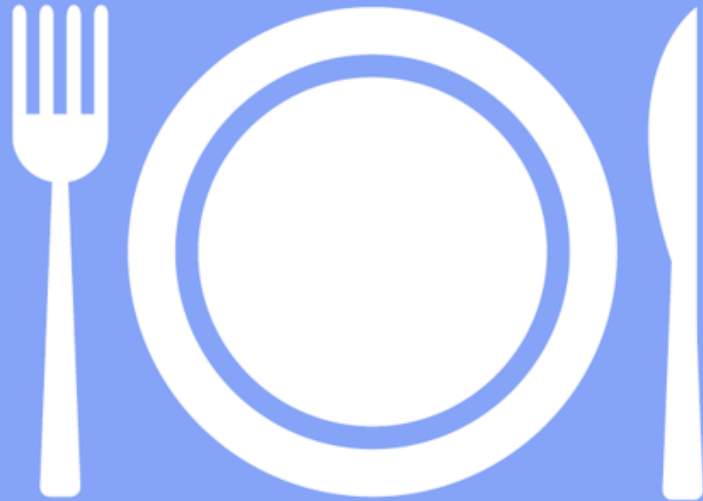
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Open Science Lunch 2021

Organized by **Digital Scholarship Center** and **Open Research**
University of Oslo Library

Each **last Thursday of the month at 12.00** we invite you to join us virtually for an **online open lunch** to hear about **how to make your research more open**.

August 26th

Agata Bochynska

The benefits of preregistering your research

September 30th

Daniel Kalvø

A short guide to Plan S

October 28th

Ivana Malovic

Open your research with ORCID

November 25th

Elin Stangeland

Open and FAIR data



**UNIVERSITY
OF OSLO**

 OPEN ACCESS WEEK 2021

***It Matters How We Open Knowledge:
Building Structural Equity***

OCTOBER 25-31

Open Access Week 2021

Join us for a series of national and local events during the Open Access Week and learn about open research, open publishing, and data sharing!

Time: Oct. 25, 2021 9:00 AM–Oct. 29, 2021 4:00 PM

<https://www.uio.no/english/courses-events/events/all-libraries/2021/open-access-week-2021.html>

National Open Access Week events

Monday 25th - Friday 29th October

As part of this year's Open Access Week, several Norwegian academic libraries, together with [RDA \(Research Data Alliance\) Norway](#) and [ELIXIR Norway](#), present a series of events with topics related to open publishing, open science and data sharing. All events are digital and are open to anyone interested.

[Here you can find the full program for the national Open Access Week events in Norway and register for each webinar.](#)

Local events at the University of Oslo

Monday 25th October

11:00-12:30: [Shut Up and Write: Documentation](#) (on-site)

Is it difficult to set aside time to write proper documentation for your data collection? We offer a structured information and writing session for you!

13:00-14:30: [Shut Up and Write: Data Management Plan](#) (on-site)

Is it difficult to set aside time to write proper Data Management Plan for your research project? We offer a structured information and writing session for you!

Tuesday 26th October

13:00-14:30: [Sharing and archiving research data](#)

Are you keen on sharing your research data? Or does your publisher or funder require that your dataset is available? In this course we will introduce you to data sharing and how to do it yourself. The course is a part of a [series of research data management courses](#).

Wednesday 27th October

13:00-14:30: [Data discovery and reuse](#)

There are lots of data out there to discover and reuse. In this course we will introduce you to the concept of data discovery and show you the basics on how to work with secondary data. The course is a part of a [series of research data management courses](#).

Thursday 28th October

12:00-13:00: [Open Science Lunch: Open your research with ORCID](#)

Join us for our monthly online Open Science Lunch and learn about what ORCID is and how it can help make your research more open. [Read more about Open Science Lunch series and upcoming events here.](#)

14:00-15:00: [ReproducibilityTea Journal Club](#). Join us for our bi-weekly, online discussion of articles about open science practices, research reproducibility and meta-research.

You can [sign up for our mailing list](#) to receive regular updates or [get in touch directly](#) if you have any questions.

Skills development at UiO



Carpentry@UiO



CODE REFINERY

Carpentries

www.uio.no/carpentry

CodeRefinery

<https://coderefinery.org/>

UiOs Digital Scholarship Center

<https://www.ub.uio.no/english/writing-publishing/dsc/>



Questions & Answers

Upcoming sessions...

- Sharing and Archiving Research Data
26/10 13:00-14:30
- Data Discovery and Reuse
27/10 13:00-14:30

<https://www.ub.uio.no/english/courses-events/courses/other/research-data/>

Thank you!

Email UiO's data management experts:

research-data@uio.no

Resources at UiO:

[Research Data Management - For employees - University of Oslo \(uio.no\)](https://www.uio.no/research-data-management/)

More info on data management and courses:

[Digital Scholarship Center - University of Oslo Library \(uio.no\)](https://www.uio.no/digital-scholarship-center/)

