NUFFIELD DEPARTMENT OF
PRIMARY CARE
HEALTH SCIENCES

UNIVERSITY OF OXFORD

University Resources for Data Sharing

This document summarises the University data sharing resources available to the Department and provides guidance on using them.

- "Data" includes, but is not limited to, that which the University classifies as "Confidential" or "Internal" and that which the UK Data Protection Legislation (DPL) classifies as "Personal Data".

- Refer to the Department **IG100 Glossary** and **IG112 Data Classification and Sensitivity** Policies for more information about the data subject to this guidance.

1. Available Resources

a. **Teams:** Users can use Teams to store and work together on documents *with their immediate team(s)*, without checking them in and out. Find out more about getting started with or using Teams: https://help.it.ox.ac.uk/microsoft-teams.

b. **SharePoint Online:** SharePoint Online lets users control who can access or edit documents, which is useful for collaborative work. It's easy to share 'work in progress' files more widely with colleagues *across* the University. Help and guidance for using SharePoint Online is available here: https://help.it.ox.ac.uk/sharepoint-online-help-and-guidance.

  Refer also to the next two pages and the link below, which provides a downloadable quick reference guide outlining the difference between Teams, SharePoint Online and OneDrive. Refer to **Appendix A** or here: https://help.it.ox.ac.uk/files/spoqrg-differencesbetweensharepointonedrivemsteamspdf

c. **OneDrive for Business:** OneDrive for Business is useful when users need to *temporarily share files outside of University* while they are working on them. It is different than one's personal OneDrive account. Final versions should be moved elsewhere, for example the Departmental shared drive. More information about OneDrive for Business.

d. **OxFile:** OxFile is a free service for staff or students to exchange **large files** (up to 25 GB), with anyone, both *internally and externally.* The University IT Help website has more information about the OxFile service and how to use it.

For more information about data sharing and storage, refer to the University pages listed below:
Central IT: https://www.it.ox.ac.uk/storing-and-sharing-files
MSD IT: https://www.medsci.ox.ac.uk/divisional-services/support-services-1/data-privacy/medical-sciences-office/document-storage-and-sharing/storage-options

2. Using the Available University Data Sharing Resources

a. For Windows users, use **7 Zip** with any of the above resources when sharing Department information assets with an "external" recipient (e.g. non UO email address).

  ✓ 7 Zip provides an additional layer of data protection (AES-256 file encryption) should the file(s) be subsequently shared by others or intercepted.

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b. For Apple users, use **Kaka** (https://www.keka.io/en/) rather than "iZip" with any of the above options for data sharing with an external recipient.

   ✓ Regardless of whether someone is a Windows or Apple user, the Department requires the use of this additional encryption with one of the above options for sharing information classified by the University as **Confidential** or **Internal** and/or **Personal Data**.

c. Refer to **Appendix B** for more information on the use of 7 Zip.

d. The University recommends the use of options #1(a-c) **_over_** OxFile; however, OxFile is still available for use with 7 Zip.

3. Required Approvals on Proposed Data Sharing

a. Department researchers often identify the need to transfer Data to groups or individuals outside of the Department. These transfers help achieve Department research and business goals and are routinely completed in accordance with certain regulatory or contractual requirements.

b. The Department researchers must obtain approval in advance on any proposed data transfer containing Data that information that is classified as **Confidential** or **Internal** and/or **Personal Data**.

c. This step applies to all such transfers to persons or computer systems outside of the Department. , including to another University Departments, such as when they function as a researcher collaborator or supplier of services.

   The DTAR log also serves to document and account for all data sharing of the Departments' information assets. Refer to the Department IG104 Data Transfer Policy for more information.

d. To submit a DTAR for review, please complete this **form** and submit it to Department Data Security mailbox (datasecurity@phc.ox.ac.uk).

Contact the Department IG team with any questions about the information contained in this guidance document (datasecurity@phc.ox.ac.uk).

Appendix A

**SharePoint Online
Quick Reference Guide**

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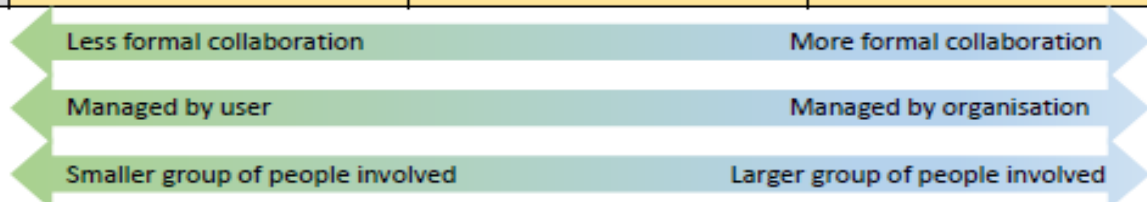
Differences between SharePoint, OneDrive and MS Teams

What does this guide cover?	This guide contains useful information on the key differences between SharePoint Online, OneDrive and MS Teams
Who is it aimed at?	All users and potential users of SharePoint Online

Introduction

SharePoint Online, OneDrive and Microsoft Teams are all part of the Office365 suite and all are designed to store and share files across different devices, locations and people. It can be very confusing to know which of these applications you should be using, and for what purpose. Sometimes there is not one answer, but hopefully this comparison summary will help you decide when it would be preferable to use SharePoint Online, and when it may be more suitable to use either Microsoft Teams or OneDrive.

This table, taken from Centriq Training, is a good overview of when you should consider using each of the apps:

	OneDrive	Teams	SharePoint
What	My Files: Personal Cloud Storage	Team Workspace: Fluid team collaboration with the ability to have online conversations, meetings, and share files	The "Intranet": Team Sites with calendar, document repositories, lists, and other collaboration features
What this can replace?	C:\ Drive on PC, User File Share, Google Drive, Dropbox	Slack, Team Email, Google Huddle	Department File Shares, Google Team Drive, Old SharePoint, Dropbox
Unique features	Version control, Sync to File Explorer, copy to/move to SharePoint and Teams	Chat, meeting management, dedicated email box, simple file storage, connectors to other applications, wiki pages, document version control, external sharing, client application	Team Sites to present calendars, repositories, news, wiki articles, reports, workflow capabilities for approvals, etc.
When	Storing your own content and sharing with select individuals	Smaller functional teams, project teams, specific initiative	Storing team / department files, workflow is needed, online 'lists', formal document management, or more 'custom' configurations to support requirements

Less formal collaboration	More formal collaboration
Managed by user	Managed by organisation
Smaller group of people involved	Larger group of people involved

Comparison of OneDrive, Teams and SharePoint

Appendix A (continued)

Microsoft SharePoint Online v Microsoft Teams - Key Points

- SharePoint is a collaboration platform and a repository for sharing and storing content securely
- It is primarily used for document storage and has excellent document management capabilities
- SharePoint integrates well with other Office 365 apps such as Flow and PowerApps
- Microsoft tried making SharePoint Online more social with Newsfeed and Discussion Board web parts
- Microsoft Teams is a chat-based communication tool. Think of it as an alternative to Outlook
- Instead of sending emails to each other, you chat with colleagues by writing messages which all end up in a thread (called Channels in Teams)
- Microsoft Teams and SharePoint are united together by an Office 365 Group
- Every time you create a new Team in Microsoft Teams, an Office 365 Group and all its other assets like Calendar and Planner are also created
- Most importantly a separate SharePoint site is also created
- You then see that files are stored in a document library that resides on the SharePoint site, rather than in Microsoft Teams
- For every channel you create, a folder within a SharePoint document library is auto-created for you
- For every a private channel you create, a separate SharePoint site gets created, to allow users some additional granularity in Teams
- The Files tab is a direct link to the SharePoint's document library's "channel folder"

Find out more about MS Teams on the IT Services Help site

Microsoft SharePoint Online v Microsoft OneDrive - Key Points

- OneDrive is an online document/file storage platform where you can store your personal work
- It can be used by individuals who need a central location to store and access files
- It's a private document library that only you have access to, unless you choose to share your files or folders with others within the University
- You should use OneDrive to store your files and documents that you do not need to share or collaborate on with people
- You can decide to share some of your files in OneDrive with others if required
- SharePoint is a collaboration tool for businesses that need multiple individuals and teams to work on documents and products at the same time
- The OneDrive for Business desktop app can be used to sync files and folders from your SharePoint site's Document Library offline to your computer
- Please note that caution must be taken in this instance, as deleting synced files from your computer also deletes the files from your SharePoint site

Find out more about OneDrive for Business on the University IT Services Help site

Find out more about Collaboration between MS Teams, OneDrive and SharePoint Online on the Microsoft support page

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Appendix B

7 ZIP

7-Zip is a free and open-source (OS) file archiver for ==**Windows users.**==

7 Zip provides an additional layer of data protection (AES-256 file encryption) should others subsequently share or intercept the file(s).

- ✓ The University has made this 7-Zip tutorial available on YouTube for on demand viewing: https://www.youtube.com/watch?v=r1E8bAB16VM

- ✓ The University MSD IT team has also provided this guidance (scroll down to "How Do I Encrypt Email Attachments?" sub section):

  https://www.medsci.ox.ac.uk/divisional-services/support-services-1/information-technology/your-computer/encryption/encryption-faqs

==**Apple users**== must use **Keka** (https://www.keka.io/en/) rather than "iZip", which is a less secure option.