Digital Storage Option	Security[1]	Access Control	Remote Access	Shareable	Backed-up	Version Control	Capacity	Cost	Additional Information
Research Data Storage (RDS)	Highly Restricted data must be encrypted. Restricted data - PI to consider risk and encrypt if necessary.	Yes	Yes	Yes	Hourly backups can be accessed within 24 hours, and daily backups can be accessed within 35 days.	No	Baseline storage (8TB) provided per project. Capacity increases can be requested.	8TB of replicated storage is available free at point of use, per project (dependent on funder). Additional storage is subject to charges outlined in the RDS Charges FAQ, and should be costed in at the grant application stage where possible.	Principal Investigators (PI) can apply for storage space using the request storage space form and can then grant access to other researchers and students. Collaborators from other institutions must be registered with IT Services as visitors, after which they too can be granted access via the PI. IT Services provides additional information.

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[1] See the University's Information Security Classification Examples for explanations of Highly Restricted, Restricted and Unrestricted data.

Digital Storage Option	Security[1]	Access Control	Remote Access	Shareable	Backed-up	Version Control	Capacity	Cost	Additional Information
Sharepoint	Highly Restricted data must be encrypted. Restricted data – Principal Investigator to consider risk and encrypt if necessary.	Yes	Yes	Yes	Yes	Yes	Baseline storage (5GB) provided. Capacity increases can be requested. Maximum 50MB per file.	Free	Available to University staff and postgraduate research students. IT Services provides additional information. For backup procedures and data recovery see the Sharepoint Service Level Agreement.
Personal file storage (P drives)	Unrestricted data only. Exception for pseudonymisation keys - Principal Investigator to consider risk and encrypt if necessary.	N/A	Yes	No	Daily	No	Baseline storage provided. Capacity increases can be requested.	Free	Available to all University staff and all students. IT Services provides additional information.

Digital Storage Option	Security[1]	Access Control	Remote Access	Shareable	Backed-up	Version Control	Capacity	Cost	Additional Information
Data Safe Haven	Highly Restricted data. Encryption at rest storage. 2-factor authentication.	Yes	No	Yes (internal to University of Manchester)	Hourly backups can be accessed within 24 hours, and daily backups can be accessed within 14 days.	No	Please check with Research IT when costing on grants. Capacity increases can be requested but are chargeable.	Please contact Research IT.	To store and use data within a secure system. Secure file transfer. Adherence to the NHS Information Governance Toolkit. IT Services provides additional information.
Dropbox for Business	Highly Restricted data must be encrypted. Restricted data - Principal Investigator to consider risk and encrypt if necessary.	Yes	Yes	Yes	Yes	Yes	Baseline storage (1TB) provided. Capacity increases can be requested.	Free	This is a secure tool for collaborating and sharing information with external parties. It is not a storage service. Available to University staff and postgraduate research students. IT Services provides additional information.

Digital Storage Option	Security[1]	Access Control	Remote Access	Shareable	Backed-up	Version Control	Capacity	Cost	Additional Information
ZendTo	Highly Restricted data must be encrypted. Restricted data - Principal Investigator to consider risk and encrypt if necessary.	Yes	Yes	Yes	No	No	Maximum 20GB per file.	Free	This is a **file transfer** service. It is not a storage service. The service landing page provides additional information.