

UM-drive Code of Conduct

UM-drive is a web service that enables you to access files on UM servers through an internet browser. It allows you to upload and download files. As a student, you can access your personal I-drive and the files made available to you, including folders which supervisors share with you and possibly other students for research purposes within the framework of your study programme.

If you are using UM-drive, the following is important:

- Do not download files on a public computer.
- Do not leave any files containing personal data on your computer. After downloading files, make sure to delete them from your computer and immediately empty your Recycle Bin and the Downloads folder.
- When working with files containing personal data: contact your supervisor to see if this is necessary. Try to keep it to a minimum. Do not put the identifying data and the research data in a single file. Use neutral file names. Do not name your file "study cancer patients"; use for example "study 345" instead.
- Re personal data in general: it is not always clear whether you are dealing with files that contain personal data. Obviously, you are when the file has a list of telephone numbers of participants. However, there is also a grey area, including files with MRI data, for example. It may take a lot of effort, but these data could be used to reconstruct faces. However, this requires a disproportionate amount of effort, which is why you are allowed to upload and download them via UM-drive. Do this wisely, in accordance with our privacy policy. The files may only be on your own PC as long as no one else is using this PC. Discuss this with your supervisor.
- Regular back-ups are made of the UM-drive. Make sure to move crucial versions of files back properly on UM-drive.
- Think twice before downloading large files. Do it sparingly. Large downloads put a huge burden on the network, so do it as little as possible.

There is no restriction on the number of simultaneous users of UM-drive. Restrictions do apply to services such as Student Desktop Anywhere (SDA). If you only need to work with files, please use UM-drive. This way we can reduce the demand on Student Desktop Anywhere.