

## **Sharing Files**

One of the technical challenges in data analysis is necessarily the safe and speedy sharing of data files. “File sharing” is a hot topic in today’s current events, due to increased attention to intellectual property rights in international politics and new, more stringent data security requirements.

To learn more about research data security levels (DSL):

<https://vpr.harvard.edu/pages/harvard-research-data-security-policy>

With research data file sizes often exceeding 25MB, email can be impractical and also lacks security safeguards. Writing data to physical media like a DVD or flash drive is one solution, but involves physically shipping the device and encryption can be burdensome.

Here are a few alternatives.

### **FILR – for Harvard Chan affiliates. Data Security Levels (DSL) 1-3.**

Harvard Chan School network provides several **shared network drives**. They appear in Windows Explorer, on the left-hand side pane along with your C:/ drive. These include a P:/ personal drive, to which only you have access. These drives are remotely accessible through **FILR**.

<https://www.hsph.harvard.edu/information-technology/service/filr/>

Once you log in with your HarvardKey, you may upload or download files to any of the shared drives that you normally access from a Chan School computer. You can “lock” the files so that they will be read-only on the network, while you work on them locally.

### **Kiteworks by Acellion - Data Security Levels (DSL) 1-4.**

The Harvard Chan School and Harvard University Departments of Information Technology provide **Kiteworks Document Transfer System** to securely transfer files. After signing in with your Harvard Key, you can upload files to the secure server where it will be encrypted. It then sends a link to the receiver.

This is the most secure method for transferring files, and can be used to send documents to users outside the University as well. Outside users create a guest account to receive documents.

<https://www.hsph.harvard.edu/information-technology/service/acellion-secure-file-transfer/>

Log in to Kiteworks at: <https://filetransfer.sph.harvard.edu>

### **Harvard-MIT Data Center's Research Computing Environment (RCE) Data Security Levels (DSL) 1-3**

One of the most effective ways of sharing data that we've found, is the HMDC RCE. This is a remote desktop environment that you can access from any computer. In addition to being able to utilize the high speed cluster computing power using statistical software provided, you can also use FTP to upload files to your personal "home" directory as well as your project directories. The Pop Center maintains a number of read-only data repositories as well.

To request an account on the RCE, please contact **Mack Ramsey**, [mramsey@hsph.harvard.edu](mailto:mramsey@hsph.harvard.edu).

To learn more about the RCE please go to:

<https://rce-docs.hmdc.harvard.edu/>

### **Dropbox - Sharing documentation, no data**

Dropbox is an excellent and seamless way to synch your files among your computers, as well as the computers of people you share folders with. Once the software is installed, the "Dropbox" folder on your computer automatically contains the same contents as the "Dropbox" folder on all of your other computers. Simply save files to this folder and the Dropbox software takes care of the rest – you can open the files and edit them, and they will synch automatically. You can share folders in your "Dropbox" folder with other Dropbox account holders. ***This is not appropriate for research data and should only be used to share documents such as drafts, documentation, codebooks, etc.***

Learn more and apply for an account at:

<https://www.hsph.harvard.edu/information-technology/2018/10/24/dropbox-is-now-available/>

### **OneDrive and Sharepoint - Data Security Levels (DSL) 1-3.**

Part of the Office365 suite offered to all faculty, staff, and students, **OneDrive** is a file storage and sharing solution that provides easy access to your personal files from any internet-connected device.

**Sharepoint** service provides a range of collaboration tools for projects and teams including secure, centralized document management and sharing.

Learn more:

<https://www.hsph.harvard.edu/information-technology/service/onedrive/>

<https://www.hsph.harvard.edu/information-technology/service/sharepoint/>