

## How to use Cloud Drives for UW data storage

Two cloud services are available to UW Faculty, staff and students: Google Drive and UW One Drive for Business. The former has free unlimited storage, but is not HIPAA compliant. The latter is HIPAA compliant but has a (relatively high) limit on free storage capacity. Both are described below.

### **1. UW Google Drives**

UW google drives come in two flavors:

- **Google Drive (aka My Drive):** <https://itconnect.uw.edu/connect/email/google-apps/google-drive/>
- **Team Drive (aka Shared Drive):** <https://itconnect.uw.edu/connect/email/google-apps/team-drive-for-uw-g-suite/>

#### Main differences:

- **My Drive:**  
The owner of a file or folder has full control over permissions and can delete it. When an individual separates from the UW and their UW G Suite account expires, all files owned by that account are deleted, including files that were moved to other locations after creation.
- **Shared Drive:**  
Files are “owned” by the Shared Drive and the members of the Shared Drive, instead of an individual. Storing files in a Shared Drive ensures that the team is responsible for the data rather than each individual being responsible for their own documents, and helps to ensure files critical to team work and collaboration are not deleted when an individual separates from the UW. If one person is working on a file, others are warned not to edit that document to prevent multiple file versions from being disseminated.

Thus, My Drive is best for individual work and Shared Drive is best for collaborative work.

#### Key features

Both My Drive and Shared Drive offer these two key features:

- Unlimited storage
- Can be used with **Drive File Stream**, which is a file syncing tool that allows you to view UW Google Drive and UW Google Shared Drive files on your local device, analogous to a disk drive: <https://support.google.com/drive/answer/7329379>

If you install Drive File Stream in your computer, you will be able to work with your files in MyDrive and ShareDrive locally. Files are not downloaded, so you do not need additional space

in your hard drive. The files live in the cloud, but the work is done with your local software as opposed to the Google online software.

**VERY IMPORTANT NOTE:** UW Google Shared Drives are **not HIPAA compatible and should not be used for PHI.**

## **2. UW One Drive for Business**

For a **HIPAA compliant resource** (requiring UW account login) for limited (1 terabyte free data storage), one option is UW One Drive for Business:

<https://itconnect.uw.edu/wares/online-storage/onedrive/>

- Uploaded word or excel files can be edited directly online and changes are auto-saved.
- Files can only be shared with ones with UW accounts.

For more information, please check the links above and additional UW tutorials.