

You can check out more useful publications and eSafety guides on the Hub or Moodle and around the LMC campus.

Contact Computer Services for any help with this or any other IT related issues.

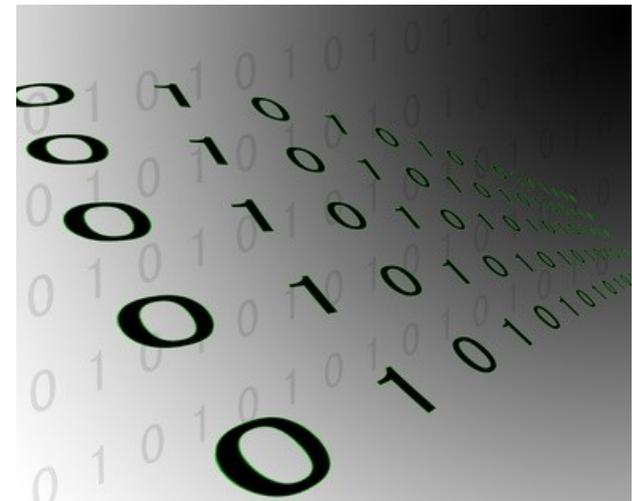
If you feel unsure about your data storage or its security or need more help and advice then you can talk to your Course Tutor, Computer Services or Student Services

Online advice is also available at

[www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)

# Computer Services eSafety Series

## Storing your Data Safely



## Data Protection Act

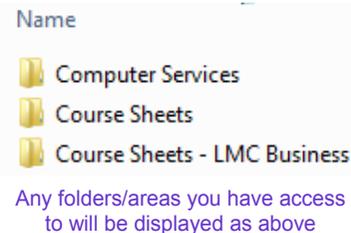
We **all** have responsibilities and obligations for data protection. As a college we sometimes handle personal information about individuals as you can imagine. Because of this we have a number of legal obligations to protect that information under the Data Protection Act 1998.

## What do we mean by Data?

This can be **any** work, documents, photos or personal information that you create, store or work on here at college. Storing your information on a large network is not as simple as it might seem on your home computer. However, by following basic guidelines you can work safely at LMC and your data will actually be much more secure here than it is elsewhere.

## Where to store shared work or Data?

As with all storage, shared space here is limited. Individuals and departments alike should regularly delete unwanted data and files they no longer need.



 \_student\_shared\$ (\\LSC101d) (P:)  \_staff\_shared\$ (\\LSC101e) (G:)

## Where to store your private Data?

This is data or work that is for the user only to see and is **not** accessed by any other user. This location is found under your username on the desktop and is where you will see **My Documents**. If you are working with large media files it's also possible to use the temporary area - contact Computer Services about this.



## Storage alternatives

**All** LMC computers have USB ports if you prefer to back work up onto a USB or Portable Storage Device. These are ideal for moving data from one machine to another, or from here to home for example. Similarly, most LMC devices have hardware that allows the burning of data and work to CD or DVD. This is a **good option** for larger media files or to make a reliable back up of photographs before deleting them from your network area.

## Date Recovery

In some situations it **might be possible** to recover old data or work you have deleted. There is an online form to start the recovery process but it can take up to 5 days to search for your work.

## Quick Tips for Storage

- **Regularly do housekeeping on your storage area, deleting unwanted files and preserving space**
- **Do not save files directly onto the Desktop, this area is not backed up. Try adding shortcuts.**
- **Do not keep only one version of your work on USB memory stick, they are only portability devices** (see USB Storage leaflet)
- **Images often take up a lot of space. Consider burning them onto a DVD or CD - Computer Services can help**

**Q. When your dustbin gets full at home what do you do?**

- A. Buy a new one...**
- B. Empty it...**

**Storage space is a costly, finite resource - please consider it when you are working.**