

Guidance For Data Storage Locations – V3.2 - 24th Sep 2026

This document is intended to provide guidance to our University Community about storage locations you can use to process and store data, based on the classification of your data.

Not sure what classification the data is? On [this page](#) you can find information including a guide to classify the data. Please note that no system is ready (without specific configuration) to store or process Restricted data. If you think your data is Restricted, then please contact cybersecurity@otago.ac.nz

GENERAL STORAGE SYSTEMS						
SYSTEMS	Public	Internal Use	Business Confidential	Private Confidential	Restricted	
<i>General Storage Systems</i>						
Microsoft SharePoint	✓	✓	✓	✓ **	!	
Microsoft OneDrive	✓	✓	✓	✓ **	!	
Microsoft Teams	✓	✓	✓	✓ **	!	
High Capacity Storage (HCS) Service	✓	✓	✓	✓	!	Specifically built HCS environments can be built to hold Restricted Data contact rtis.support@otago.ac.nz
Otago File Transfer	✓	✓	✓	✓	!	

Research Storage (Ohau)						
Weka						

*These are cloud synced storage solutions which are not suitable for data which needs to remain Sovereign, like Māori Data subject to Māori Data Sovereignty.