

## Guidance For Data Storage Locations









































This document is intended to provide simple guidance to our University Community members on what AI systems and Storage locations they can use to process and storage data, at each respective classification.

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](mailto:cybersecurity@otago.ac.nz)

AI SYSTEMS						Comments
SYSTEMS	Public	Internal Use	Business Confidential	Private Confidential	Restricted	
<i>Generative AI Systems</i>						
Microsoft Copilot – Personal	✓	✓	✗	✗	✗	
Microsoft Copilot – Otago M365 licence	✓	✓	✓	✓ **	✗	
Microsoft Copilot – in Otago Edge Browser	✓	✓	✓	✓ **	✗	
ChatGPT – Free Version	✓	✗	✗	✗	✗	
ChatGPT – Plus*	✓	✓	✓	✗	✗	With data protection turned on. How to: <a href="#">Data Controls FAQ   OpenAI Help Centre</a>
Claude*	✓	✓	✓	✗	✗	Note: Claude offers options to opt-in to allowing your data to be used for

						training,Otago users must not opt-in to allowing data to be used for training.
Gemini*	✓	✓	✓	✗	✗	With Gemini Apps activity turned off. How to: <a href="#">Manage &amp; delete your Gemini Apps activity - Computer - Gemini Apps Help</a> and not using Gemini Workspace.
DeepSeek App/Web*	✓	✗	✗	✗	✗	
UoO Cogniti	✓	✓	✓	✓	✗	
UoO Internally run AI Model	✓	✓	✓	✓	✗	Locally hosted models can be considered on a case by case basis for Restricted data. Contact <a href="mailto:cybersecurity@otago.ac.nz">cybersecurity@otago.ac.nz</a> to discuss further.
UoO Whisper	✓	✓	✓	✓	✗	
Apple Intelligence	✓	✓	✓	✗	✗	Note: When not connected to an OpenAI ChatGPT free account.

### 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 <a href="mailto:rtis.support@otago.ac.nz">rtis.support@otago.ac.nz</a>
OURDrive						
Otago File Transfer						
Research Storage (Ohau)						
Weka						

\*Paid for by UoO or personally.

\*\*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.