

Regulation on the Data Storage Service

This document is provided strictly for information purposes. As such, it has no legal value and should not be construed as legally binding. Only the original regulation in the Portuguese language is authentic.

The mission of the Universidade do Porto Digital (UPdigital) is to create, provide and manage Information and Communication Technology (ICT) infrastructures and services at the University of Porto, abbreviated as U.Porto, as well as to encourage the development and use of innovative services.

This regulation aims to define guidelines regarding access to U.Porto's storage services.

Article 3(2) of the Foundation Statutes attached in Decree-Law no. 96/2009 of 27 April foresees that the Institution elaborates all norms and carries out all actions necessary for its regular functioning, including authoritative unilateral acts in the domain of its duties, norms, and public law acts.

The option between creating operating standards and public law norms should consider the respective foundation, subject and intended users.

This Regulation acts as a set of operating guidelines intended for users such as teaching staff, research staff and non-teaching staff at U.Porto, generally referred to as individual users, who benefit from the IT services provided to work at U.Porto.

The Management Board of the University of Porto, after consulting with the Council of Deans, according to paragraph b) of Article 46(2) of the Statutes of the University of Porto, approved by Normative Order no. 8/2015, published in the Official Journal of the Portuguese Republic, Series 2, No. 100 of 25 May, based on the generic competence foreseen in Article 40, no. 1, of the same Statutes, in conjunction with Article 3(2) of the Foundation Statutes, approved in an attachment to Decree-Law no. 96/2009 of 27 April, adopts the following regulations:

Chapter I General Provisions

Article 1º Scope and purpose

1. This regulation defines the norms that regulate the access to the data storage service intended for the community of the University of Porto, hereafter referred to as U.Porto.
2. For the purposes of the preceding paragraph, the community comprises teaching staff, research staff and non-teaching staff, generally referred to as "individual users".
3. To this end, "scholarship holders" are equivalent to research staff.
4. This regulation also applies to external collaborators with a temporary connection to U.Porto. They are given access to the service as long as they are active in their collaboration and registration in the information system.

Article 2º

Characterisation of the service

1. U.Porto's data storage service is an instrument that accommodates the professional needs of U.Porto's community for educational, scientific and internal operation purposes, alongside other services offered by UPdigital.
2. Storage areas are intended for information sharing among individual users.
3. This regulation applies only to the service offered using local infrastructures managed by UPdigital.
4. The commercial *cloud* storage services made available to U.Porto members are excluded from this regulation. This topic is presented in the Regulation on Access to IT Services of the University of Porto.
5. The space may be allocated in different storage types, which offer different service features depending on the purpose and performance requirements.
6. Service provision depends on the existence of hardware resources in UPdigital's infrastructures.

Article 3º

Institutional use policy

1. Any use of U.Porto's IT resources should respect the provisions in this Regulation, U.Porto's acceptable use policy for technological infrastructures¹ and current legislation, namely the content regarding safety in cyberspace, computer crime, digital services and personal data protection.
2. The use of U.Porto's IT resources should also respect the rules established in the conditions of use of the Science, Technology and Society Network (RCTS), published on the institutional Internet site of the Foundation for National Scientific Computing (FCCN).
3. Activities and practices which may cause damage to third parties or U.Porto are strictly forbidden, namely:
 - a. Activities which may constitute an illegal or criminal act, in general;
 - b. Disrespecting the physical and moral integrity of U.Porto's community members or the general public by practising acts which promote discrimination based on gender or sexual orientation, harassment, xenophobia, terrorism, defamation or other acts which can be considered illegal or offensive;
 - c. Carrying out activities of a private nature not related to U.Porto's activities;
 - d. The creation, transmission or access to content disregarding intellectual property rights, copyright and trademark.
 - e. Obtaining or trying to obtain unauthorised access to technological systems or infrastructures;
 - f. Other situations which may interfere with the safety of resources and their responsible use.

¹ Described in https://sigarra.up.pt/up/pt/web_base.gera_pagina?p_pagina=POLITICA-UTILIZACAO-ACEITAVEL

4. It is forbidden to provide third parties with data by any means, namely by selling information, personal data, or any other type of element or documentation accessible to individual users through their use of U.Porto's IT Resources.
5. Notwithstanding the preceding paragraph, access to this data may be granted to comply with legal obligations. Also, access may be given to third parties, subject to previous and explicit authorisation, namely in scientific-academic collaborations with institutions in the educational system, science, technology and culture.
6. Each individual user should take the necessary measures to maintain information security according to the applicable level and profile in order to avoid any forbidden activity and prevent unauthorised access to confidential and secret information such as personal, organisational and strategic data, and industrial property, intellectual and research data, among others.

Chapter II **Access to the storage service**

Article 4º **Requesting access to the storage service**

1. The requests for new storage areas are made by individual users.
2. The requests require prior authorisation from the director of the Organisational Unit or Autonomous Service that will be responsible for the payment of the associated cost. They should include:
 - a. The desired space;
 - b. The intended start date for that space;
 - c. The person responsible for the area provided;
 - d. The individual users that will have permission to access it;
 - e. The type of storage requested according to the ones defined in Attachment 1.
 - f. If applicable, the decision of the Person in Charge of Data Protection at U.Porto regarding compliance with current legislation on data protection.

Article 5º **Alterations to the Storage service request**

1. Changes to the space provided should be requested by the person in charge, and they require authorisation from the Director of the Organisational Unit or Autonomous Service in case more space is needed.
2. The person in charge should inform UPdigital about any alterations to the list of access permissions to the area provided.
3. The service is provided in one-year periods, renovating automatically until termination is requested at least one month in advance.

Article 6º **Access to the Storage service**

1. Storage areas can only be accessed from the internal networks of each Organisational Unit or Autonomous Service at U.Porto through the methods defined by UPdigital.
2. Remote access is allowed using a VPN.

3. The Service can only be used for educational, scientific and commercial purposes, as well as for U.Porto's internal operations. It is forbidden to use it for purposes of a personal/private nature.
4. The individual user is responsible for the content he or she stores and should request the opinion of the Data Protection Unit in situations that involve storing personal data files.
5. Services may be interrupted in response to exceptional circumstances or for legal compliance purposes.

Article 7º

Storage service costs

1. Storage costs are calculated considering the requested GB, storage type, with or without backup and per year, irrespective of whether the space is being used completely or not.
2. The amount charged by the storage service is calculated based on the current costs of the year it is used, mentioned in Attachment 1.
3. The costs associated with all requests will be charged to the Organisational Unit or Autonomous Service in the month of January following the year of use.
4. The costs may be reviewed annually and published as attachments to this Regulation. These alterations are approved by U.Porto's Management Board.

Chapter III

Final provisions

Article 8º

Interpretation, doubts and omissions

1. Doubts and omissions resulting from the interpretation and application of this Regulation are resolved by the Management Board of U.Porto.
2. Interpretation and integration of legal loopholes in this Regulation, namely omissions, will be done according to the General Law and general legal principles.

Article 9

Announcement, entry into force and amendments

1. This Regulation will be announced in U.Porto's information system and will enter into force on that date.
2. This Regulation may be amended at any time, for instance, when the applicable legislation and regulation is altered, given U.Porto's technological advances and risk profile.

Attachment 1 – Storage Service Costs

These are yearly costs for each 100 GB of storage.

Type of Storage	Without Back-ups	With Backups
Standard	25 €	50 €
Archive	15 €	30 €

Storage features:

- Standard: for regular access, with several users, and good performance. Example of use: folders for service or project sharing.
- Archive: for occasional access, with slower performance. Examples of use: archives and video surveillance.

The Organisational Units or Autonomous Services are exempt from paying the value corresponding to 500 GB of standard storage with backups annually.

Attachment 2 – Backup Features

For storage that needs a backup, the backup policy will be:

- Daily incremental backups
- Backups stored for 1 month

This allows files to be recovered within a month.