

## Methods for Securing Digital Content

The information below describes some of the options available at Buffalo State for securing digital information. Campus researchers can employ one of these methods to protect their digital content.

### Network File Share

**Description:** Files are stored in a unique folder (or share) on a network file server, and only authorized users will be able to access the folder. Permission levels can be granted on a user by user basis, and include read-only, read-write, read-write-access. Authorized users can access the folder from any campus computer.

**Advantages:** This is the most common method used to protect data at Buffalo State. This option can be used to accommodate most file types and sizes, although the media server is better suited to accommodate large multimedia files such as audio, video and image files (see below). Backups are scheduled on a regular basis, and files can be restored if necessary.

**Disadvantages:** Data stored on the file server is only accessible from on campus, and it's only possible to grant access to employees of Buffalo State (non-Buffalo State employees will not be able to access data).

**Requirements:** Researcher/project coordinator must contact the Computing Help Desk to request a network folder, and must provide a list of authorized users along with permission levels for each user. After creating the folder on the network file server and granting access to authorized users, the Computing Help Desk will follow up with the authorized users.

**Parties Involved:** Computing & Technology Services.

### Network Media Share

**Description:** Multimedia files are stored in a unique folder (or share) on a network media server, and the files can then be streamed to an authorized user's computer.

**Advantages:** This is the best method for storing and sharing multimedia files. Authorized users can stream files from any Internet-connected computer. Backups are scheduled on a regular basis, and files can be restored if necessary.

**Disadvantages:** It's only possible to grant access to employees of Buffalo State (non-Buffalo State employees will not be able to access data).

**Requirements:** Researcher/project coordinator must contact the Computing Help Desk to request a video share. After creating a video share on the media server and granting access to authorized users, the researcher/project coordinator will work with Instructional Resources to load their media files.

**Parties Involved:** Computing & Technology Services, Instructional Resources.

### Microsoft SharePoint

**Description:** SharePoint is an online collaboration product made by Microsoft which allows users to share files, tasks and a calendar (among other things). A SharePoint website could be created for a specific project, and only authorized users would have access to the site.

**Advantages:** Since SharePoint is web-based, authorized users can access their project site from any Internet connected computer. All SharePoint sites use a secure protocol (HTTPS), so all information traveling between the SharePoint web server and the client computer is encrypted. Backups are scheduled on a regular basis, and files can be restored if necessary.

**Disadvantages:** This is not the best option for storing and sharing large files such as audio, video, and image files (the network media server should be used instead).

**Requirements:** Researcher/project coordinator must contact the Computing Help Desk to arrange a SharePoint consultation with our Web Technologies group. After determining your project needs, the Web Technologies group will design a custom SharePoint site tailored to your project needs. They will also grant access to authorized users.

**Parties Involved:** Computing & Technology Services.

### **More information**

Other technologies, such as Secure FTP and client-based file encryption software, can provide additional layers of security to your data during transfer and storage. Our staff is willing to work with you to develop a solution that accommodates your project needs. Contact the Computing Help Desk to arrange a consultation.

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Last Updated: November 4, 2009

For more help on this subject contact: 878-HELP,  
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