

# CHTP Data Storage Policies

## 1) Local hard drives on equipment workstations

CHTP workstations connected to equipment are dedicated for image acquisition. All local hard drives are for temporary storage ONLY. All users are required to use the designated User folders for temporary file storage while acquiring images, and then transfer all your data to the Teamshare server at the end of each booked session.

Data stored on local hard drives will be cleaned periodically by CHTP personnel. We will move them to Teamshare server if possible. However, unidentified data will be deleted permanently without notice.

We do not guarantee the safety of any data stored on local machines. We are also not responsible for data lost due to hard drive failures.

## 2) Teamshare server

The Teamshare server is ONLY for storing data that have been collected in CHTP. Teamshare server provides a revolving service and is not intended to be permanent storage space. It is the user's responsibility to make a permanent copy of his or her data.

Due to the increasing size of image files, we must monitor and limit the amount of data we can store for each investigator. Currently being up to 300 GB of space for each lab.

Data stored on Teamshare server can remain on the server for 180 days. Data that are over 180 days old are automatically subject to be deleted from Teamshare server. Each January and July, we will send out an email notice requesting the removal of old data to all CHTP users, followed by the deletion of data (over 180 days) from the Teamshare server.

We would be as accommodating and flexible as possible for those investigators who need larger storage or need to store data for longer than 180 days. Please contact CHTP director for further information.

## 3) USB drives

Using USB devices on the CHTP workstations which directly connected to the equipment is prohibited. However, users are allowed to use them on computers in our Data Room. Please contact CHTP personnel for further information on using your own USB drives in CHTP.

Note:

Terms and conditions are subject to revisions and changes. This policy will be reviewed annually, and all changes to policy will be sent to all users.