Nextcloud cheat sheet

REB application form, "Use of Internet" section:

➢ If using email, what information will be shared in this manner?

We will be using Nextcloud, an open-source collaboration platform for file sharing with participants. To share a file with people, we will use the *Share link* option and provide their email address. Nextcloud will send an email notification with a link to access the file.

➢ If you are using a third-party research tool, survey software, transaction log tools, screen capturing software, social media platform, how will you ensure the security of data gathered at that site?

As mentioned above, we will be using Nextcloud for file sharing with participants. University of Regina researchers can access Nextcloud's Canadian server located at Simon Fraser University in British Columbia through the Digital Research Alliance of Canada's Nextcloud service. The data will be stored on that server and Canadian privacy laws are applicable to the data.

➢ Describe the accounts used. For example, for email, Zoom, Qualtrics, etc., will you use UofR accounts rather than personal, multi-user, or those managed by an external third party?

An Alliance account will be used to access Nextcloud's Canadian server. Also, [describe other accounts that you will use]

➢ How will you protect the privacy and confidentiality of participants who may be identified by email addresses, IP addresses, and other identifying information that may be captured by the system during your interactions with these participants?

Nextcloud is designed to protect user data through multiple layers of protection. It aligns with industry standards such as Clause 14 of ISO/IEC27001-2013 and related standards, guidance and security principles and is built around combined assurance layers consisting of rich security features, applied best practices governed by policy and the design itself validated by industry standard testing processes. It also features a host of unique, innovative security technologies and has been reviewed by trusted third parties and is backed by a USD 10.000 Security Bug Bounty Program, providing the confidence that data meant to stay private will stay private.

[Based on your usage, select from the options listed below]

❖ We will be using the logging and monitoring functionality which allows us to have a full, compliance-ready activity log for reporting and auditing purposes. [explain how you will use logging functionality to ensure privacy and confidentiality of the participants to whom you share data with, ex. We log and monitor all the activities and ensure that only authorized people have access to the transcripts, etc.]

❖ We will restrict permissions on sharing and access to files. Permissions of underlying storage can be protected by passwords, expiration dates, hiding of existing files, blocking downloads and enforcing of a video call before access is granted (Video Verification) in Nextcloud. We will be using [explain your method]

❖ We will define rules for data retention, allowing regular cleanup of files or ensures that data stays put for a set amount of time.
❖ We will control file access by describing restrictions like [give examples such as "XLSX files from the HR department are not to be accessible outside company IP ranges" or "employees in the US shouldn't access customer data from European data centers"] for Nextcloud to enforce.
❖

- **Suggested wording for the Consent form:**

Data Storage:

Your data will be on Nextcloud, an open-source collaboration platform hosted on a Canadian server at Simon Fraser University in BC through the Digital Research Alliance of Canada's Nextcloud service.

Transcript Sharing:

The interview transcripts will be shared via Nextcloud, an open-source collaboration platform hosted on a Canadian server through the Digital Research Alliance of Canada's Nextcloud service. You will not need an Alliance account to access the files, as they will be shared with you via a Share link sent to your email address.