

## Nextcloud User Guide Information

- 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. The University of Regina researchers will have access to the Canada-located Nextcloud server via the Digital Research Alliance of Canada's Nextcloud service.
- Nextcloud is an open-source collaboration platform accessible to University of Regina researchers through the Digital Research Alliance of Canada's Nextcloud service. Researchers will have access to the Canada-located Nextcloud server via their Alliance accounts (<https://docs.alliancecan.ca/wiki/Nextcloud>)
- Some other useful information regarding Nextcloud:
  - Nextcloud features a host of unique, innovative security technologies from brute force protection to advanced server side and integrated end-to-end, client side encryption with enterprise-grade key handling and a wide range of security hardenings.
  - Nextcloud security 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.
  - **Logging and monitoring:** Nextcloud has built in monitoring and logging tools, compatible with industry standard tools like Splunk, Nagios and OpenNMS. It also offers a full, compliance-ready activity log for reporting and auditing purposes.
  - **Permissions:** Administrators can set permissions on sharing and access to files using groups. Permissions of underlying storage, like Windows Network Drive access rights, are respected by Nextcloud. Sharing 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). There is also support for ACLs on team folders.
  - **Data retention:** Define rules for data retention, allowing regular cleanup of files or ensures that data stays put for a set amount of time.
  - **File access control:** The powerful workflow tools in Nextcloud enable administrators to limit access to data in accordance to business and legal requirements and perform automatic actions like file conversion. Describe restrictions like "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.

- **Multi-layered encryption:** Nextcloud uses industry-standard SSL/TLS encryption for data in transfer. Additionally, data at rest in storage can be encrypted using default military grade AES-256 encryption with server-based or custom key management. Also optionally and on a per-folder base data can be end-to-end encrypted on the client with the server assisting in sharing and key management using a Zero-Knowledge model.
  - **Compliance:** Nextcloud puts all the pieces for compliance with regulations like HIPAA and GDPR at fingertips. This goes from extensive documentation on its customer portal to specific apps for data requests as well as encryption and security capabilities in Nextcloud itself.
  - More information on **Integration, Security case studies, passive security measures, Security hardening, Authentication, Active and passive protection, protected sharing**, etc: <https://nextcloud.com/secure/>
- Alliance documentation about Nextcloud: <https://docs.alliancecan.ca/wiki/Nextcloud>
  - **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.