

## **Guidelines for the use of file servers and Source Code Management Servers (SCM)**

adopted with resolution no. 12/2022 dated December 5, 2022 of the Head of the IT Infrastructures Service

## **File Server e Teams**

- The space to be used for saving documents is Google Share Drive, part of the Google Workspace for Education suite licensed by FBK, whose user management is managed by the IT Infrastructure Service. The conservation of this data over time follows the rules set out in the Google Workspace for Education suite. Given the costs of this service, it is mandatory to optimize the occupation of the aforementioned spaces by deleting or storing on other services, provided for by the Privacy Regulation, all the data that is no longer necessary.
  - o For the same type of data, sensitive and / or valuable, it is also possible to use Google Drive, also part of the Google Workspace for Education suite, taking into account the fact that documents, even if shared, are deleted at the time of deletion of the owner's account.
- Alternative, larger spaces, to use for scientific and non-sensitive data are Microsoft Teams and Microsoft SharePoint Drives. If it is necessary to save sensitive and/or valuable data for the Foundation on this space, encryption is mandatory.
  - o For the same type of data it is also possible to use Microsoft OneDrive taking into account the fact that the data is deleted when the owner's account is deleted.
- Creating Microsoft Teams and its data storage spaces follows the same rules as Microsoft SharePoint Drive. The inclusion in the Teams of users external to FBK must be linked to a collaboration agreement with FBK and the accounts used must be of an institutional type. Furthermore, the periodic review by the owners, at least every six months, of the aforementioned accounts external to FBK is mandatory.

## **Source Code Management Server (SCM)**

- FBK provides a Source Code Management Server (SCM), gitlab.fbk.eu, hosted and managed centrally on the Foundation's networks, the use of which is mandatory if the code is the exclusive property of FBK.
  - o The request for accounts external to FBK must be linked to a collaboration agreement with FBK and the accounts used must be of an institutional type, not private.
  - o For reasons of space it is not allowed: committing large binary files, keeping artifacts older than one month, storing docker images that are no longer used. There are backups and logs of this service.
- Alternatively, in the event that the ownership of the code is shared with other parties, following the written authorization of your Unit Manager, you can use external SCM services. In this case it will be mandatory to authenticate using the FBK email as username. Please note that, in the event of termination of the employment relationship, it will be mandatory to transfer access to the SCMs used to your manager. Please note that all data will remain the property of FBK, at least in part.