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"Institute data"	Any electronic data belonging to the Institute. For example, emails, office documents, database data, financial data.
"Institute managed / owned device"	Any device that is configured or managed by BICS and connects to the main Babraham Institute network. This includes devices used by BRC Ltd. that are managed by BICS.
"IT service data"	Data owned and administered by BICS which is essential to run IT servers and services, including: Virtual/physical server storage containing server data Server and service configuration data Network equipment configuration data.
"Named user account"	The individual account assigned to an employee and used to access Institute IT services. The username for this account often includes an individual's surname.
"Retention"	The length of time data is kept for, and therefore the period that a backup or archive of data can be restored back to.
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## 6. Backup and retention of group data

### 6.1. Group file shares and scientific cluster

## 6.5. OneDrive

### 6.5.1.