

Resource Policy — IREI Cloud Storage

1. Default Storage Quota

- The default storage quota for a new user account is **100 GB**.
- Additional storage may be requested and granted where justified by project need.

2. Extended Storage Allocations

- Storage above the default 100 GB is granted as an **extension**, not a permanent increase, and is subject to periodic review.
- **Request/approval process:** extensions must be requested by the project's Principal Investigator (PI). Requests are reviewed and approved by the administrators / expert panel.
- If an extended allocation remains **unused for six (6) months** (i.e. utilization stays materially below the granted quota), the administrators reserve the right to **reduce the allocation back toward the default** or to the observed usage level, whichever is greater.

3. Inactive Accounts

- Accounts that have **never been logged into since creation** will be **removed if inactivity exceeds three (3) months** from the account creation date.
- Accounts that **have** been used before are removed after **twelve (12) months** of inactivity, consistent with general IREI policy.

4. Team Folders for Shared/Project Data

- Large projects and groups **must use allocated Team Folders** for shared project data rather than storing shared data in individual users' personal storage.
- Team Folder storage is requested and provisioned separately from individual user quotas and is sized to the project's needs.
- Data belonging to a project must be moved into the appropriate Team Folder promptly upon request by administrators.

5. File Versions and Trash Bin

- File versions older than **seven (7) days** are automatically removed.
- The trash bin is **emptied daily**.

6. External and Public Sharing

- External and public sharing (share links) is **permitted**.
- It is the user's own responsibility to manage exposure of their data

shared this way; the administrators do not vet or restrict the content of public shares beyond general resource policy and law.

7. Project End Date and Ownership on Account Deletion / Offboarding

- When a project or collaboration a user account is associated with reaches its **end date**, that account is restricted to **read-only access** for a grace period of **three (3) months**.
- At **six (6) months** past the project end date, the user account and its data are **deleted**.
- Upon a user's account deletion or offboarding, the project's **PI inherits the user's data** and will be asked to confirm whether it should be **kept or removed**.
- If the **PI's account is deactivated**, data ownership transfers to whoever takes over the project.
- If no one takes over the project, the data is **held for up to twelve (12) months** to allow for a new accommodation to be found, after which it is **removed**.

8. Data Backup Responsibility

- Users are responsible for **backing up their own data** on storage outside of IREI's Data Cloud / Nextcloud.
- Several options exist for syncing and transferring data between personal storage devices and IREI's resources; users should make use of these ahead of any grace period or account deletion.

9. Abuse of Quota

- It is **prohibited** to use personal storage as a general-purpose backup or archive for **personal, non-project data**.

10. Monitoring and Enforcement

- Administrators **periodically review** user storage quotas and login activity to ensure compliance with this policy.

11. Notice Period

- Notice of **seven (7) days** will be given before a quota reduction or account removal takes effect.