

File Sharing Guidelines and Tools

What are the guidelines for setting up a shared space for documents to be accessible to hospital-based working group members, project leads and physicians leads – who may be located at different sites and locations?

You will need to determine what documents are appropriate to be posted on a public-facing website, and what are not appropriate to share – because they contain, for example, confidential information such as personal names and contact information, minutes with sensitive discussions, strategies, and financial information.

You will have to use your judgment. Ask yourself: "What is the risk of these documents being shared publicly?"

Here are examples of files that do not pose much risk if shared on a public-facing (non-password protected) online space:

- General overview of MSA plans (not detailed)
- High level meeting summary points
- Newsletters
- Annual Reports
- With their permission, a list of physician leads. Instead of individual contact information, a single central contact phone number and/or e-mail address is recommended.

Here are examples of types of files that are usually not appropriate to share publicly.

- Strategic work plans
- Physician priorities and survey results
- Detailed minutes, especially those with sensitive discussions/decisions
- Financial information, planning and reports
- Issues / briefing notes
- Lists of working group member and physician lead names, phone numbers and e-mail addresses

For files that are not appropriate to share publicly, a secure file sharing tool is recommended. Considerations for choosing file sharing tools include:

- **privacy and security of information**
- **content ownership** and **third party use of data** (e.g. some websites' terms and conditions state they can use your content or contact names as they wish)
- **compatibility with health authority platforms and firewalls**

Below is an overview of some recommended password-protected file sharing tools, as reviewed by the Doctors Technology Office.

File Sharing Tool	Security	Cost	Usability
Noodle (Easy alternative to Sharepoint)	Very secure	Reasonable for small teams	Easy set up and access to files
Google Drive	Very secure	Free to a point	Easy set up and access to files
SharePoint	Very secure	Costly	Requires more experience to set up and use
Dropbox	Very secure	Reasonable monthly subscription rate	Easy set up and access to files