

Secure File Storage & Sharing

- **Secure file storage and sharing** stores and shares important documents safely, reducing paperwork and protecting confidential information E.g. care plans , shift schedules and staff records
- **OneDrive** is a secure cloud storage tool that helps store, access, and share important files while protecting sensitive information with features like encryption, Personal Vault, and document scanning
- **OneDrive** improves communication by helping staff share care records and work on documents together using file sharing and real-time collaboration.
- **OneDrive** helps care homes by making files easy to access, improving teamwork, and reducing the need for physical storage.
- **OneDrive** has some limitations, including the need for an internet connection, staff training, a Microsoft subscription for some features, and occasional technical issues.

Benefits & Limitations using Onedrive

Benefits

- ▶ Data security
- ▶ Privacy protection
- ▶ Quick access
- ▶ Easy sharing
- ▶ Staff collaboration
- ▶ File backup
- ▶ Reduced paperwork
- ▶ Remote access
- ▶ Improved efficiency
- ▶ Better organisation

Limitations

- ▶ Internet dependency
- ▶ Staff training
- ▶ Subscription costs
- ▶ Technical problems
- ▶ Cybersecurity threats
- ▶ System downtime
- ▶ Storage limits
- ▶ Setup time
- ▶ User errors
- ▶ Access issues

References

- ▶ Microsoft (2026) *OneDrive: Cloud Storage and File Sharing*. Available at: <https://www.microsoft.com/onedrive>
- ▶ Microsoft (2026) *Microsoft Security and Data Protection*. Available at: <https://www.microsoft.com/security>