

Digital Security Learning Table Workshop: Strategies for Sharing Documents Securely



**Alice Aguilar, Executive Director
Jamie McClelland, Technology Director
Progressive Technology Project**

What tools are you using to share files?

Where do you store your files?

Criteria

CIA: Confidentiality, Integrity, Accessibility

- **Confidentiality:** AKA Privacy, ensuring private data can only be seen by the people who you want seeing it, e.g. ICE.
- **Integrity:** Ensure your data or communications is not changed in transit. Related to authenticity.
- **Accessibility:** Ensure everyone can participate at all times

Criteria

Risk Assessment

- Assess & Prioritize Potential Security Risks

What do you need to protect?

Who do you need to protect it from?

What are the consequences if they get access?

Resource: [Digital Security Overview Worksheet](#)

Criteria

Risk of Subpeona

- Real examples: <https://support.mayfirst.org/wiki/legal>
- Has anyone received a organizing-related subpoena on this call? What happened?
- If you had to turn over all digital records related to one of your leaders, what would that include?

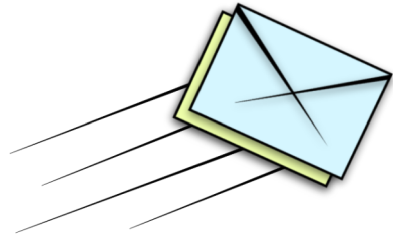
Criteria

Organizational Culture

- Does tool meet and address an important or critical need by entire organization?
- Is tool adoptable and used consistently by entire staff?
- Does organization have standard protocols on how or when tool should be used?
- If applicable, is someone responsible for managing the tool?

Common Tools Used for Sharing

What is good about using these methods? What is bad about using these methods?



Sending Documents via Email

Common Tools Used for Sharing

What is good about using these methods? What is bad about using these methods?

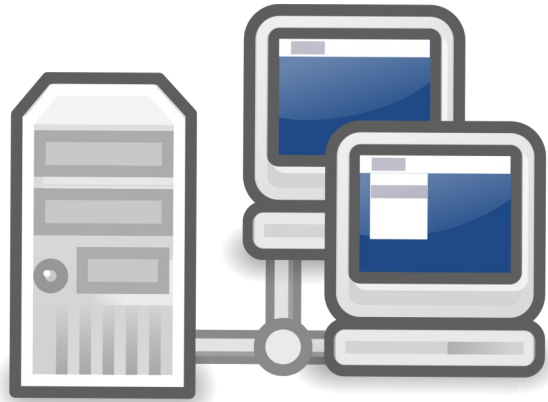


Sending Documents via Instant Messenger



Common Tools Used for Sharing

What is good about using these methods? What is bad about using these methods?



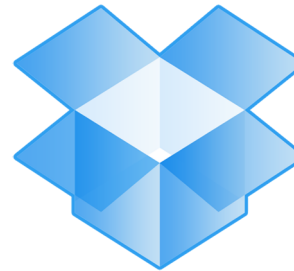
File Server in the office

Common Tools Used for Sharing

What is good about using these methods? What is bad about using these methods?



Google Drive



Dropbox

Alternative Tools Used for Sharing

Etherpad

<https://pad.riseup.net/>

Alternative Tools Used for Sharing

Share Images or Upload Files

<https://share.riseup.net/>

Alternative Tools Used for Sharing

EtherCalc

<https://calc.mayfirst.org/>

Alternative Tools Used for Sharing

What is it?

Nextcloud is a system for sharing files, calendar events and contacts with people inside and outside your office



Alternative Tools Used for Sharing

Uses:

- Share files over the web with staff and non-staff
- Maintain synchronized shared folders on each staff person's computer
- Collaborative editing via the web
- Shared calendars
- Shared contacts
- Sync calendar, contacts and files to your phone

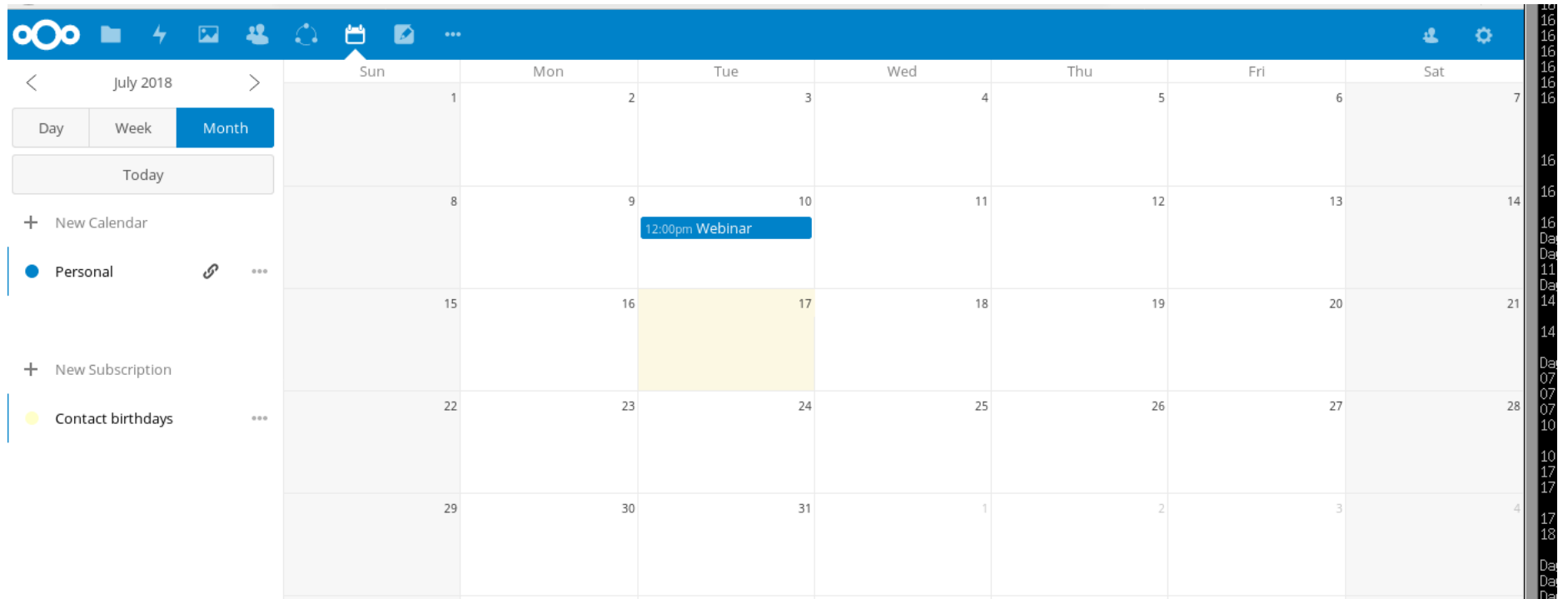


What makes it different?

It is a federated sharing system. You can choose where and with whom you files are stored.

Alternative Tools Used for Sharing

Shared Calendar



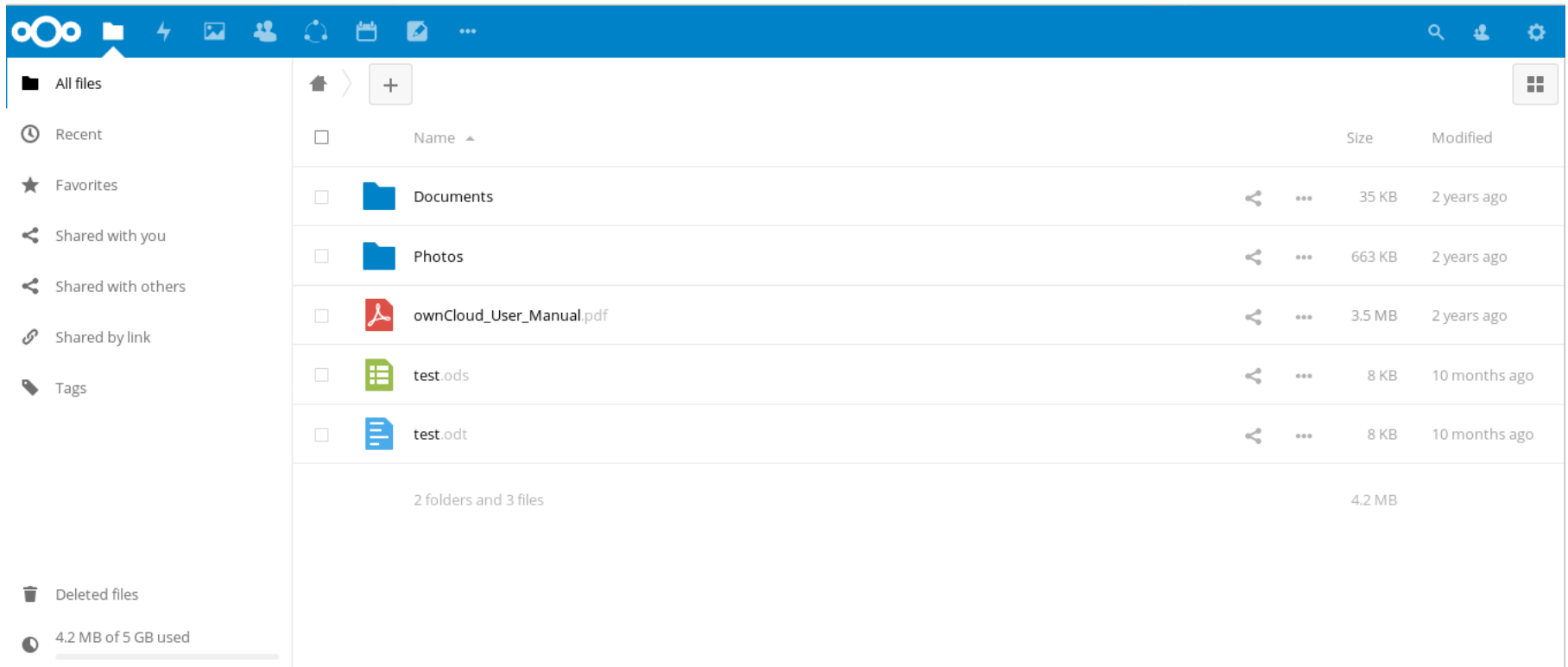
Alternative Tools Used for Sharing

Shared Contacts

The screenshot displays a contact management application interface. At the top is a blue navigation bar with icons for home, search, and settings. On the left, a sidebar lists contact categories: '+ New contact', 'All contacts' (1), and 'Not grouped' (1). The main area shows a contact profile for 'Joe Smith' with the email 'joesmith@mayfirst.info'. The profile header includes a teal background with the contact's name, organization, and title. Below this, there are fields for 'Email' (with a 'Home' dropdown and an email icon), 'Groups' (with a 'Groups' dropdown), and an 'Add field ...' dropdown menu.

Alternative Tools Used for Sharing

Shared Files



The screenshot displays a cloud storage interface with a blue header bar. On the left, a sidebar lists navigation options: All files, Recent, Favorites, Shared with you, Shared with others, Shared by link, and Tags. At the bottom of the sidebar, it shows 'Deleted files' and a storage usage indicator: '4.2 MB of 5 GB used'. The main area shows a file list with columns for Name, Size, and Modified. The list includes two folders, 'Documents' and 'Photos', and three files: 'ownCloud_User_Manual.pdf', 'test.ods', and 'test.odt'. Each file entry has a checkbox, a share icon, a menu icon, and its respective size and modification date. A summary row at the bottom indicates '2 folders and 3 files' with a total size of '4.2 MB'.

Name	Size	Modified
Documents	35 KB	2 years ago
Photos	663 KB	2 years ago
ownCloud_User_Manual.pdf	3.5 MB	2 years ago
test.ods	8 KB	10 months ago
test.odt	8 KB	10 months ago
2 folders and 3 files	4.2 MB	

Alternative Tools Used for Sharing

Where do I get it?

- If you are a **May First/People Link** member then you already have it
- If you have **PowerBase**, then you also have it (includes membership with May First/People Link)
- Otherwise, there are many providers:
<https://nextcloud.com/providers/>



Questions & Wrap-Up