

# Processing of information and documents

Secure data processing refers to the systematic handling of data, whereby the storing and sharing of data takes into account information security.

Metropolia has a number of policies and systems that you can use to help ensure the secure processing of information.

- [Adding Bitlocker encryption protection on external hard drive](#)
- [Data classification and secure storing](#)
- [Delete unnecessary files](#)
- [Encrypt files with 7-zip](#)
- [Funct FileSender, secure way to share large files](#)
- [Privacy Notices](#)
- [Secure use of cloud services](#)
- [Sensitive data server \(Metroarch\)](#)