

# PRACTICAL GUIDE ON THE EXPORT OF PERSONAL DATA AND PHOTOS FROM GOOGLE DRIVE TO PRIVATE INSTRUMENTS

The migration of your personal data is possible through three tools:

- Google Takeout
- Google Transfer
- Mover.io

## 1 - Google Takeout:

Google Takeout is the tool that Google provides for downloading data from your Drive.

This solution is recommended if you want to preserve the downloaded data on external storage devices (USB sticks, Hard Disks, etc.) or to obtain the data in an "aggregate" way so that you can copy them to another Cloud storage space (OneDrive, Dropbox, etc...) as they will be made available in the form of compressed files: **.zip/.tgz** for documents and photos.

Migrating your data using this tool is essentially divided into three steps:

- selecting the data to be migrated
- download/save somewhere
- deletion of the data present on the Drive

To use this tool, simply connect to the management page of your Google account via the following link: [myaccount.google.com](https://myaccount.google.com) and go to the Data & privacy section.

## Data from apps and services you use

Your content and preferences related to the Google services you use and third-party apps with access to your account



### Apps and services

Content saved from Google services  
A summary of your services and data >

Gmail Maps Drive +4

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Third-party apps with account access >  
You gave these apps access to some data

Cisco Webex Godzilla Defense Force

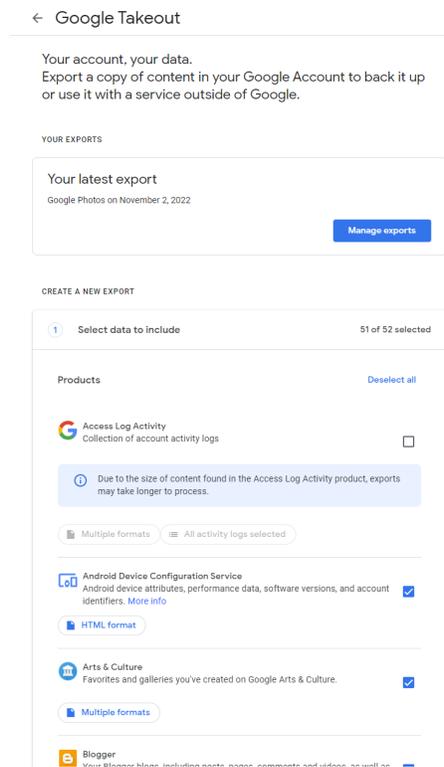
### Download or delete your data

Download your data >  
Make a copy of your data to back it up

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Delete a Google service >  
Remove a service you no longer use

At the bottom of the page we will find the item "Download your data" which, if selected, will present the following window:

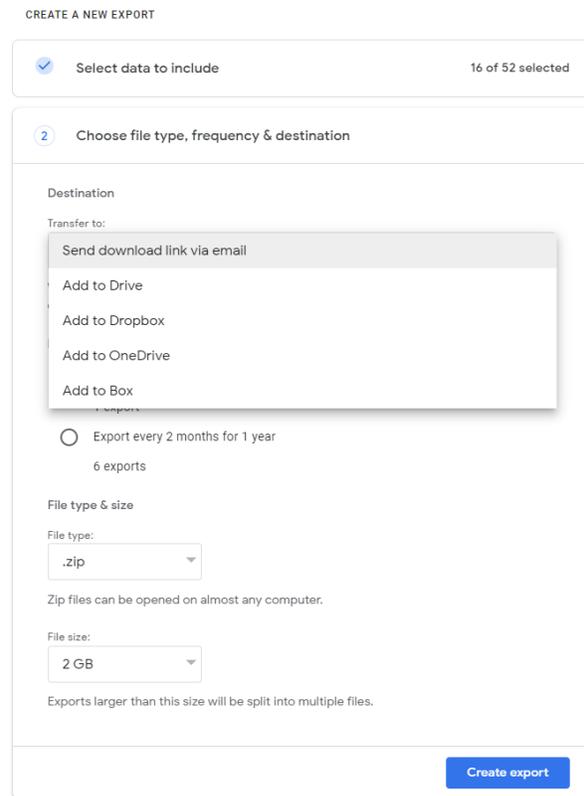


Here we will have the possibility to select the data we want to migrate by applying or unchecking each section.

In the next step you can then decide how to export the selected data and the desired destination: our advice is to leave everything as proposed by Google, i.e. "Send download link via email", ".zip" as File Type and "2 GB" such as File Size.

Once done, just click on create export and wait to receive the Google email where you will find the link where you can download your compressed data.

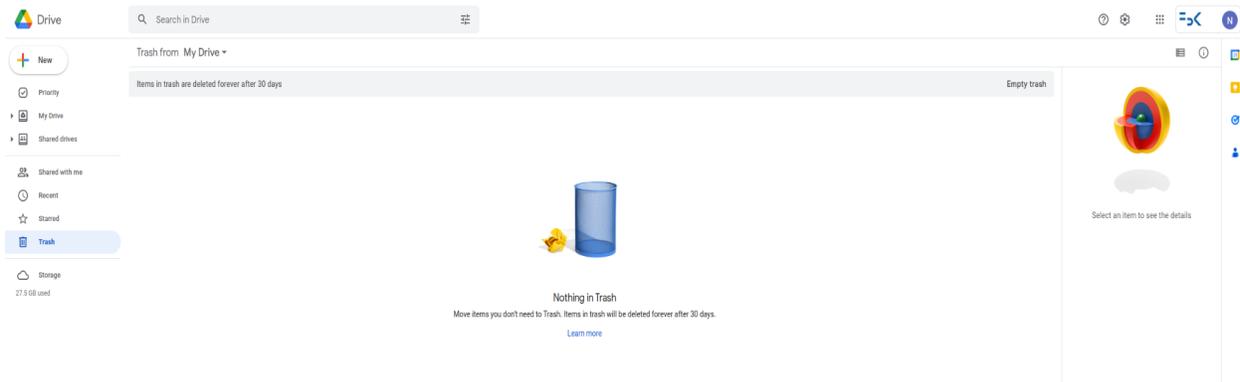
**N.B.:** the timing of receiving this email will depend on the amount of data in the Drive.



Once the data has been downloaded to an external device or to another cloud depending on the needs, we recommend verifying their integrity in order to check for any missing files and/or export errors.

**N.B.: The export does not delete the data from the original destination, but only creates a copy of the same. It will therefore be the user's responsibility to delete them from the Drive of the Foundation, once the integrity of the data on the desired destination has been verified.**

The deletion of data must be done not only by deleting the files in your Drive but also by emptying the Google Drive trash, where you will find the previously deleted files. The trash can be accessed at the following link: <https://drive.google.com/drive/trash>



## 2 - Google Transfer:

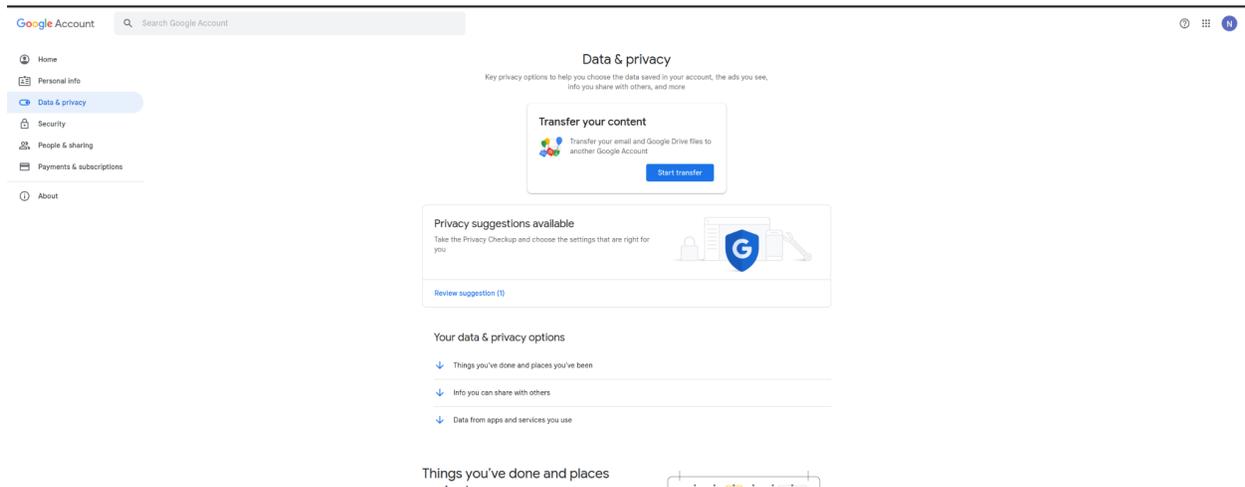
Another tool provided by Google is Google Transfer.

This solution is recommended if you want to transfer data from your FBK Drive to a personal Google Drive.

Migrating your data using this tool is essentially divided into three steps:

- entering the destination account email
- select data to transfer
- deletion of the data present on the FBK Drive

To use this tool, simply connect to the management page of your Google account via the following link: [myaccount.google.com](https://myaccount.google.com) and go to the Data & privacy section where you will find the item "Transfer your content"



## ← Trasferisci i tuoi contenuti

### Trasferisci i tuoi contenuti

Copia e trasferisci la tua email e i file di Google Drive su un altro Account Google



#### 1. Inserisci un account di destinazione

Inserisci l'Account Google in cui trasferire i contenuti.  
[Scopri di più](#)

Inserisci un indirizzo email

Non hai un Account Google? [Crea un account](#)

INVIA CODICE

#### 2. Verifica l'account di destinazione

#### 3. Seleziona i contenuti da copiare e trasferire

After indicating which account you intend to copy the data to, you will be asked whether to transfer the contents of the Drive or the emails or both.

Prodotto	Dettagli
 Drive	File di tua proprietà e file delle sezioni Il mio Drive e Condivisi con me <input checked="" type="checkbox"/>
 Gmail	Tutti i messaggi <input checked="" type="checkbox"/>

Copia e trasferisci nell'account [kidfa77@gmail.com](mailto:kidfa77@gmail.com) [Modifica](#)

AVVIA TRASFERIMENTO

Once the data transfer is finished, we recommend checking their integrity in order to check for any missing files and/or export errors.

**N.B.:** The transfer does not delete the data from the original destination, but only creates a copy of the same. It will therefore be the user's responsibility to delete them from the Drive of the Foundation.

The deletion of data must be done not only by deleting the files in your Drive but also by emptying the Google Drive trash, where you will find the previously deleted files. The trash can be accessed at the following link: <https://drive.google.com/drive/trash>

- New
- Priority
- My Drive
- Shared drives
- Shared with me
- Recent
- Starred
- Trash**
- Storage  
27.5 GB used

Trash from My Drive

Items in trash are deleted forever after 30 days

Empty trash



Nothing in Trash

Move items you don't need to Trash. Items in trash will be deleted forever after 30 days.

[Learn more](#)



Select an item to see the details

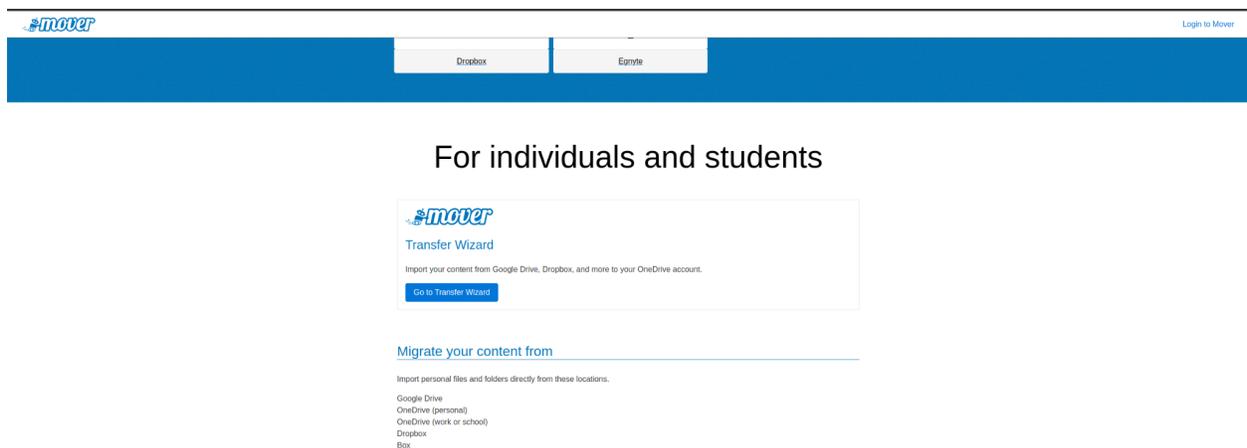
### 3 - **Mover.io:**

Mover.io is the tool provided by Microsoft which is designed to transfer content from your Google Drive to Microsoft OneDrive also providing a fairly detailed log about what has been transferred and not.

Migrating your data using this tool is essentially divided into three steps:

- selection of source and destination drive
- selection data to transfer
- deletion of the data present on the Google Drive

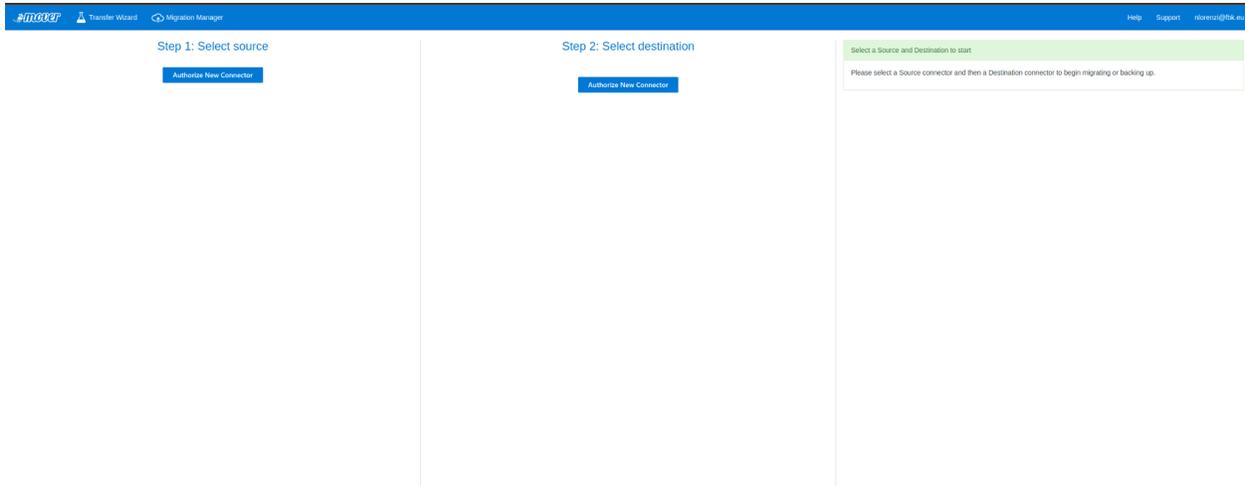
To use this tool, simply connect to the management page of your Google account via the following link: <https://mover.io/index.html> scrolling to the bottom of the page under the "For Individuals and students" section, selecting "Go to Transfer Wizard "



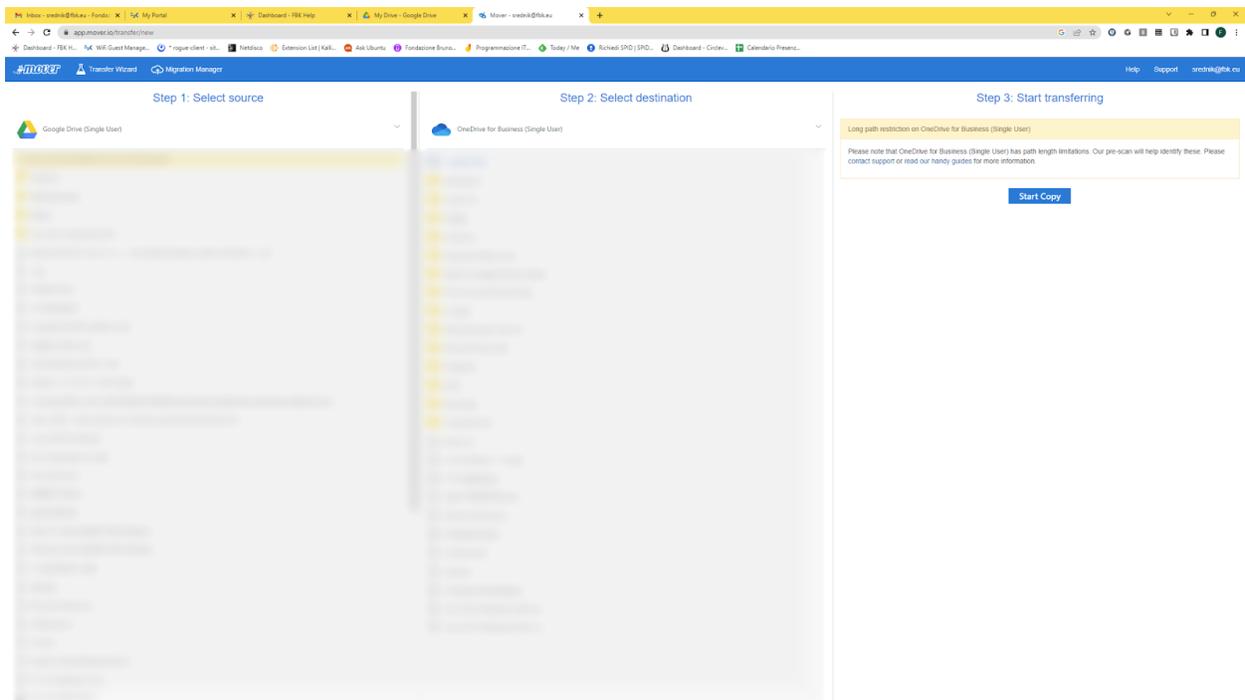
and then on "Sign in with Microsoft" by selecting our FBK account.



Once logged in you will have to enter a "source account" and a "destination account" which will be the Google Drive FBK account as the source and the Microsoft OneDrive account as the destination, respectively.



Once the source and destination accounts have been entered, you will have the possibility to select the data to be transferred folder by folder ... once done, just click on "Start copy" to start the data migration.



The screenshot shows the Migration Manager interface. At the top, there's a navigation bar with 'Transfer Wizard' and 'Migration Manager'. Below it, a summary bar displays transfer statistics: 0 New, 1 Running, 0 Complete, 1 Issues, 0 Failures, 60 Files Complete, 0 Issues, 31.406 GB Data Complete, and 0 Bytes Issues. A table below shows active transfers with columns for Status, Source Path, Destination Path, Files Successful, Files Failed, Files Skipped, Data Successful, Data Failed, Data Skipped, Schedule, Tags, and Notes. One transfer is listed: Status: Running, Source Path: /Vista\_175C\_Professional\_2021, Destination Path: /, Files Successful: 60, Data Successful: 31,406 GB.

Transfer times will depend on the amount of data you want to transfer.

Once the data transfer is finished, we recommend checking their integrity in order to check for any missing files and/or export errors.

**N.B.:** The transfer does not delete the data from the original destination, but only creates a copy of the same. It will therefore be the user's responsibility to delete them from the Drive of the Foundation.

The deletion of data must be done not only by deleting the files in your Drive but also by emptying the Google Drive trash, where you will find the previously deleted files. The trash can be accessed at the following link: <https://drive.google.com/drive/trash>

The screenshot shows the Google Drive Trash interface. The header includes the Drive logo, a search bar, and navigation icons. The main content area shows 'Trash from My Drive' with a message: 'Items in trash are deleted forever after 30 days'. Below this is an illustration of a trash bin with a yellow ribbon, and the text 'Nothing in Trash' and 'Move items you don't need to Trash. Items in trash will be deleted forever after 30 days.' A sidebar on the left shows navigation options like 'New', 'Priority', 'My Drive', 'Shared drives', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage'. A right sidebar shows a 'Select an item to see the details' prompt.

## BEWARE OF PHOTO BACKUP ON SMARTPHONE!

Regardless of the method used, the fundamental thing for those who have activated the backup of photos/data on the Drive of the Foundation is to change the backup account from their smartphone before starting the transfer.

To do this you will need to launch Google Photos from your mobile device and enter the account menu (tapping the icon at the top right with your initials) and select Photo Settings. The first item (backup and synchronization), will allow us to specify which account to synchronize on.

## HOW TO INCREASE THE SPACE AVAILABLE ON YOUR PRIVATE GMAIL ACCOUNT

If you intend to transfer the photos to a private Gmail account, remember that the basic plan provides the user with 15 GB of space (for data, photos and email). If that's not enough, you can buy extra space by choosing a different floor.

The image shows four Google One storage plans. The 'Basic' plan is highlighted with a blue border and labeled 'Consigliato'. Each plan includes a list of features and a price per month.

Plan	Storage	Price	Key Features
15 GB	15 GB	0 €/mese	15 GB di spazio di archiviazione
Basic	100 GB	1,99 €/mese	100 GB di spazio di archiviazione, Assistenza di esperti Google, Condivisione con un massimo di 5 persone, Vantaggi aggiuntivi per i membri
Standard	200 GB	2,99 €/mese	200 GB di spazio di archiviazione, Assistenza di esperti Google, Condivisione con un massimo di 5 persone, Vantaggi aggiuntivi per i membri
Premium	2 TB	9,99 €/mese	2 TB di spazio di archiviazione, Assistenza di esperti Google, Condivisione con un massimo di 5 persone, Vantaggi aggiuntivi per i membri, Funzionalità premium di Google Workspace

## **Useful links:**

[FAQ Google Storage](#)

[Google Takeout usage](#)

[Regolamento Privacy](#)