GUIDANCE

Your data on site or with Microsoft: what needs deciding?

On-site servers, Microsoft 365 or a hybrid set-up: the choice must cover access, backups, costs and the ability to take your data back.

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The choice concerns email, files, applications and backups. It can be different for each service. Before moving data, you need to know who will administer the whole, how access will be managed and what can be recovered.

What Microsoft provides today

Microsoft 365 documentation describes the EU Data Boundary as a commitment to store and process data in the European Union and EFTA, of which Switzerland is a member. It also provides for limited circumstances in which data is transferred outside this area. It therefore does not mean that all the data of a Swiss customer stays exclusively in Switzerland.

What remains your responsibility

The FDPIC reminds us that outsourcing does not remove the responsibilities of the company that entrusts the data. Providers, access, processing abroad and security measures must be examined.

Three possible set-ups

| Set-up | To prepare with your IT management | | --- | --- | | Services on your own equipment | Administration, updates, physical security, backups and recovery. | | Hosted services, including Microsoft 365 | Contracts, accounts, rights, location, recurring costs and recovery of data. | | A hybrid set-up | Split of services, data exchanges and consistency of access and backups. |

Our reading for a business

Control is checked in practice: having the access you need, knowing the dependencies, keeping suitable co-

pies and knowing how to restore or export your information. A server on the premises needs to be administered just as a hosted service does.

Karbonic can draw up this comparison from your installation, then take charge of the set-up chosen.

Review your hosting and your data

Sources consulted on 17 October 2026

- Microsoft: EU Data Boundary for Microsoft 365
- FDPIC: data processing in a cloud