Encryption Guidance

Rules to be followed when sharing encrypted data

The following slides provide guidance on how to encrypt files via Microsoft and 7-Zip. The rules below must be followed throughout the transfer process.

- Before sending encrypted data ensure that you have agreed the approach with the recipient
- Ensure that the data to be transferred is encrypted to AES 256 or greater (see guidance following)
- Make sure that the encryption password is provided via a separate route to the encrypted data
  - Arrange to text the password to the recipient's confirmed mobile number
- Do not expose any sensitive data in the filename or supporting email
- Confirm with the recipient that they have received the encrypted file and can access the data

How to encrypt files – VDE/Laptop User

Encrypting files might sound like something you hear on TV, but it is an essential part of protecting our Co-op's people data. Encrypting a document is as easy as 1...2...3...!
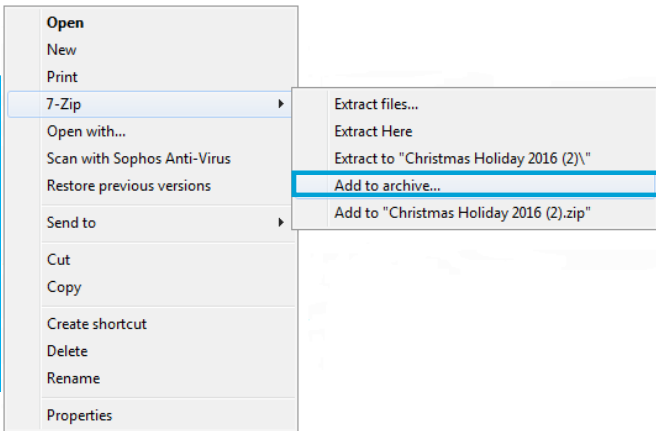
First...

Find your files in Windows Explorer and highlight the ones you want to encrypt

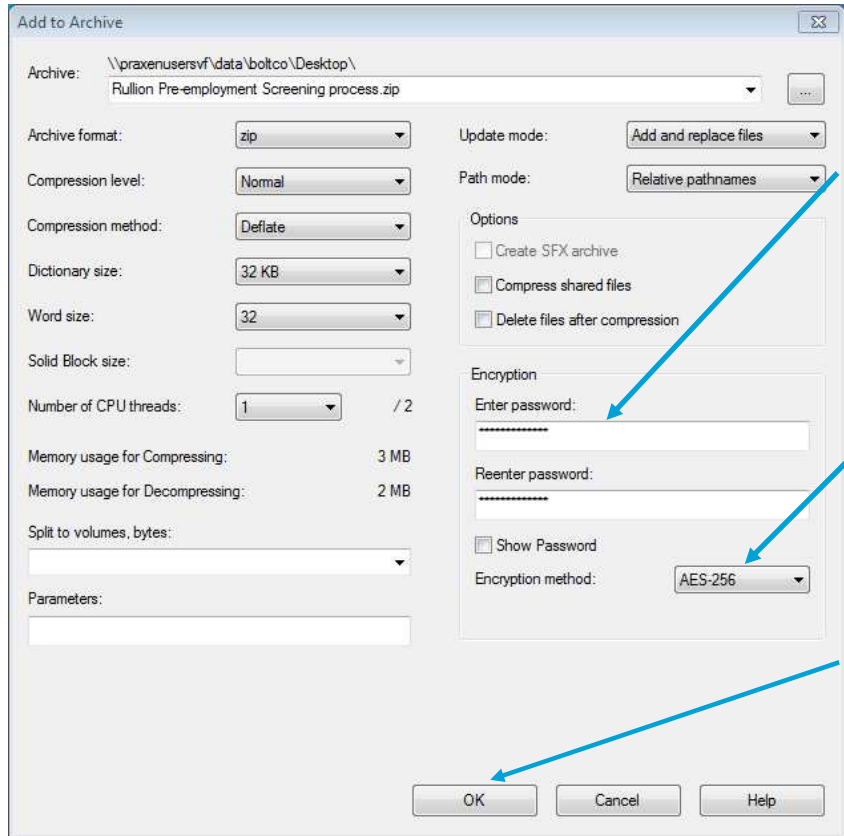Launch Windows Explorer by pressing:

⊞ + E

Then...

Right click and select **7-Zip > Add to Archive** from the pop up menus

Choose a **5Tr0ngPa5sW0rd!**
Mix numbers, upper & lower case letters and special characters!

| Open |
| New |
| Print |
7-Zip ▶	Extract files...
Open with...	Extract Here
Scan with Sophos Anti-Virus	Extract to "Christmas Holiday 2016 (2)\"
Restore previous versions	Add to archive...
	Add to "Christmas Holiday 2016 (2).zip"
Send to ▶	
Cut	
Copy	
Create shortcut	
Delete	
Rename	
Properties	

Finally...

Add to Archive

Archive: \\praxenusersvf\data\boltco\Desktop\
Rullion Pre-employment Screening process.zip

Archive format:	zip	Update mode:	Add and replace files
Compression level:	Normal	Path mode:	Relative pathnames
Compression method:	Deflate	**Options**
Dictionary size:	32 KB	☐ Create SFX archive
Word size:	32	☐ Compress shared files
Solid Block size:		☐ Delete files after compression
Number of CPU threads:	1 / 2	**Encryption**
Memory usage for Compressing:	3 MB	Enter password:
Memory usage for Decompressing:	2 MB	Reenter password:
Split to volumes, bytes:		☐ Show Password
Parameters:		Encryption method: AES-256

OK   Cancel   Help

1 Enter a password here—remember it, you'll need it to unencrypt the file!

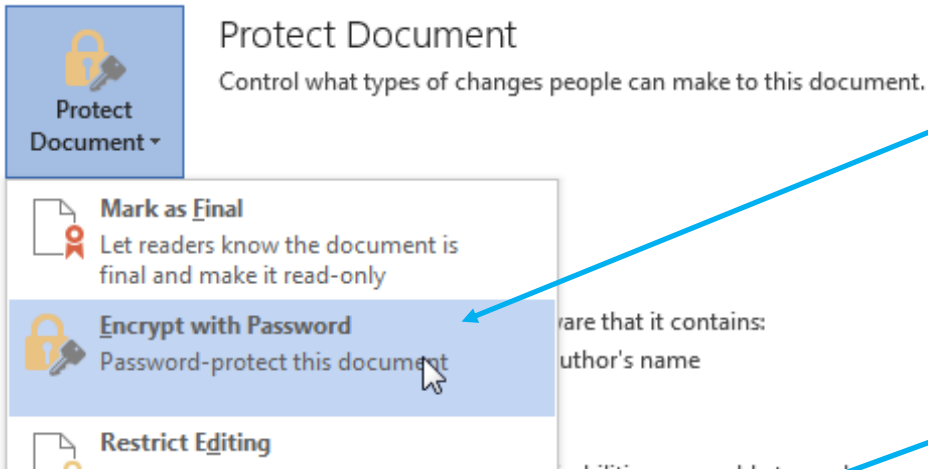**2** Select **AES-265** as your encryption method

3 Hit 'OK'

The 7-Zip software will then copy your file into an encrypted, password-protected '.zip' file for you to share with other people.

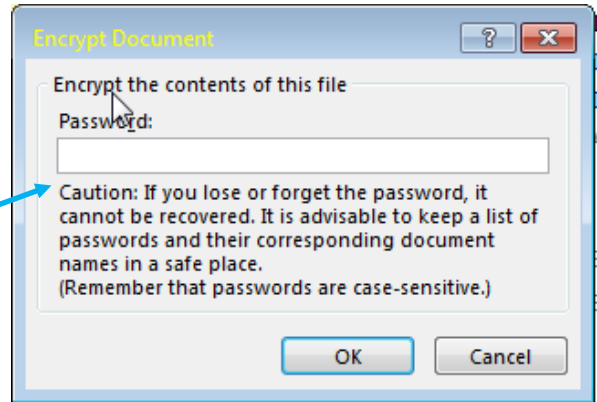**Always send the password by an alternative method**

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Encrypting a Word document

1 When you've finished editing your Word document, click on the "File" menu

Protect Document
Control what types of changes people can make to this document.

Protect Document ▾

📄 **Mark as Final**
Let readers know the document is final and make it read-only

🔒 **Encrypt with Password**
Password-protect this document

📄 **Restrict Editing**

2 Click on "Protect Document" and select "Encrypt with Password" from the drop down menu

Choose a **5Tr0ngPa5sW0rd!** Mix numbers, upper & lower case letters and special characters!

Encrypt Document

Encrypt the contents of this file

Password:

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place.
(Remember that passwords are case-sensitive.)

OK   Cancel

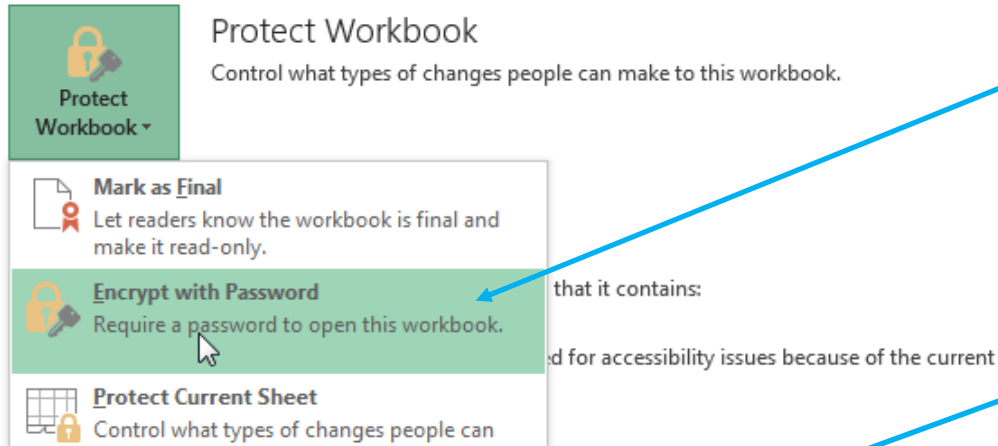3 Enter a password in the pop up box and click "OK"

When you next save your document, it will be encrypted and ready to be sent to the intended recipient

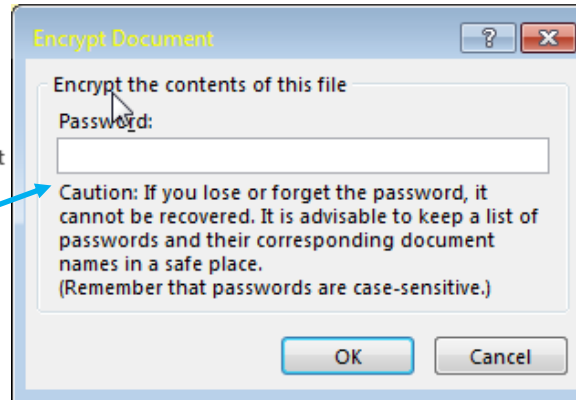**Always send the password by an alternative method**

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Encrypting an Excel Workbook

1 When you've finished editing your Excel document, click on the "File" menu

Protect Workbook
Control what types of changes people can make to this workbook.

Protect Workbook

Mark as Final
Let readers know the workbook is final and make it read-only.

Encrypt with Password
Require a password to open this workbook.

Protect Current Sheet
Control what types of changes people can

that it contains:

d for accessibility issues because of the current

2 Click on "Protect Workbook" and select "Encrypt with Password" from the drop down menu

Encrypt Document

Encrypt the contents of this file

Password:

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place.
(Remember that passwords are case-sensitive.)

OK   Cancel

3 Enter a password in the pop up box and click "OK"

Choose a **5Tr0ngPa5sW0rd!** Mix numbers, upper & lower case letters and special characters!

When you next save your workbook, it will be encrypted and ready to be sent to the intended recipient

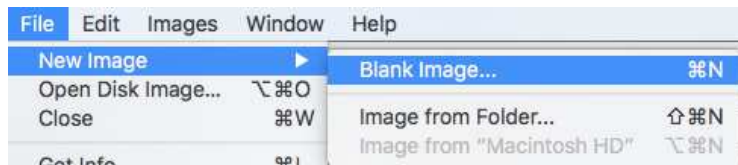**Always send the password by an alternative method**

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How to encrypt files – Mac User

Encrypting files might sound like something you hear on TV, but it is an essential part of protecting our Co-op's people data. Encrypting a document is as easy as 1...2...3...!

First...

Open up Disk Utility. Use spotlight search (upper right-hand corner or spacebar+command) to find it.

Then...

Go to **File>New Image>Image From Folder.** Select the folder you want to encrypt, name it to be fit for purpose, and choose 256 AES encryption. Make sure to add and record a password for the encrypted file.

The file will be saved as a .dmg file and will require the password in order to be accessible.

Always send the password by an alternative method