

Enhanced Renewal Grant File Encryption Procedure

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Purpose

- 1 This procedure describes how colleges can encrypt files (e.g. MS Office documents) for transmission to THE SKILLS FUNDING AGENCY via removable media device such as CD.
- 2 Any email which is a total size above 5MB will not be accepted through the AGENCY firewalls. As such, all larger documents in support of the RG or Enhanced Renewal Grant (ERG) applications will need to be supplied using the following method.
- 3 WinZip must be used with the 256-AES encryption standard option selected.
- 4 The following section describes how to use the WinZip for secure encryption and spells out some common pitfalls. The point made about strong passwords and passphrases apply to all encryption products.

Summary of Procedure

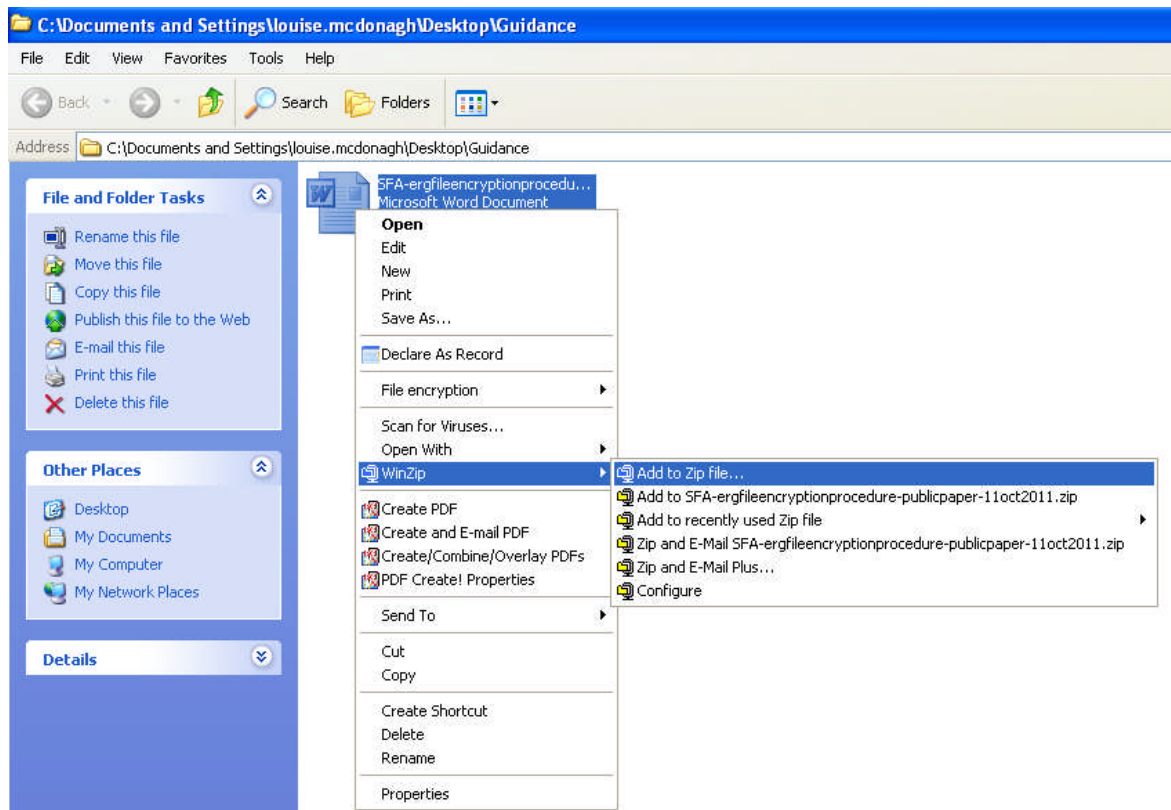
- 5 All documents should be marked PROTECT
- 6 Winzip V.9.0 or later
 - a Always select the 256 bit Advanced Encryption Standard (256-AES)
 - b Always use 15 or more characters for the pass phrase. Always use a complex pass phrase.
 - c Files can be encrypted using the WinZip right click menu, or actions menu.
 - d If you lose your password the file is NOT recoverable. Keep a separate unencrypted version in a secure location.

Using WinZip to Create Encrypted Archives

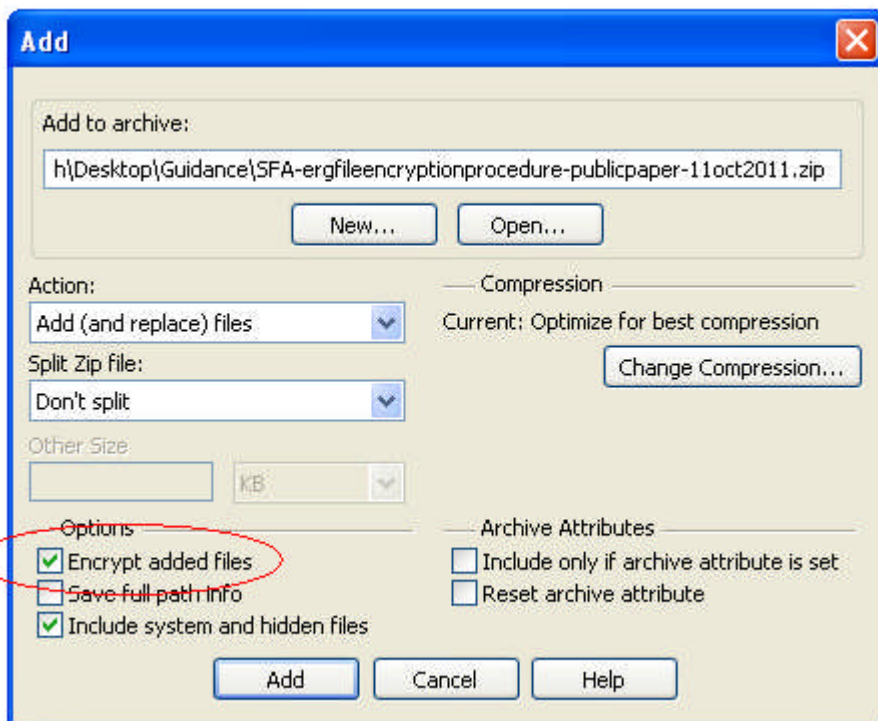
- 7 Create a Zip file containing the files to be encrypted in the normal way e.g. right click on the file in windows explorer, select "WinZip" "Add to WinZip File" (or any of the other options if relevant e.g. if you are adding a file to the Zip, then select "add to filename. Zip" where filename is the name of the zip file).

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- 8 Choose Encryption
 - a Select "Encrypt added files" on the add dialog



- b Alternatively, if it is an existing Zip file, select the zip file (using windows explorer), right click and choose “Encrypt”)
 - c If you have WinZip open with the files you want to encrypt you can also use the WinZip interface to turn on encryption via the actions menu, or via the encrypt button.
- 9 At this point WinZip will display a warning dialog box about the shortcomings of encryption.



- 10 The encryption must be 256 bit AES (as selected above)
- 11 The password should be at least 15 characters long and contain one each from lower case, upper case, number and special character. You can use spaces and punctuation. Failure to use an appropriate password will result in an error message.
- 12 Do not send encrypted zips and passwords together. It is better and strongly recommended to ask the recipient to contact you upon receiving the document, and then to transmit the password.
- 13 If you are having difficulty with this procedure, or need to arrange an alternative method of submitting your information then please contact Louise McDonagh 02476 823917.

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