

Transferring your SWEET-data to Ulm University safely

Quick Summary

Install 7-zip on your computer or server (<https://www.7-zip.org/>)

1. Create a folder with the files you want to encrypt and send
2. Right click on this folder and select "7-Zip > Add to archive"
3. use AES-256 as the encryption method
4. provide a password (≥ 12 Latin characters, numbers and special symbols (e.g #?!_\$_))
5. send the password to Ulm (for example e-mail to anke.schwandt@uni-ulm.de)
6. upload the encrypted file at <https://sweet.zibmt.uni-ulm.de/uploadSweet/>

One of the most important recommendations of the GDPR is the encryption of data to ensure data security during data transfer to a third party.

Therefore, you must encrypt your SWEET data before you upload it to our server at Ulm University. Please use each password only once!

We recommend to use 7zip for creating encrypted ZIP-files. You can download 7-Zip from <https://www.7-zip.org/>

Please always use the most current version of 7-Zip. Please download the version (*32-bit x86* or *64-bit x64*) matching your computer operating system.

7-Zip is a file archiver with a high compression ratio.

Download 7-Zip 19.00 (2019-02-21) for Windows:


Link	Type	Windows	Size
Download	.exe	32-bit x86	1 MB
Download	.exe	64-bit x64	1 MB

You can check the operating system version on your computer by pressing the *Windows* key and the *Pause* key at the same time. Windows will then show you some information about your computer including the system type.

[View basic information about your computer](#)

Windows edition

Windows 10 Enterprise
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System

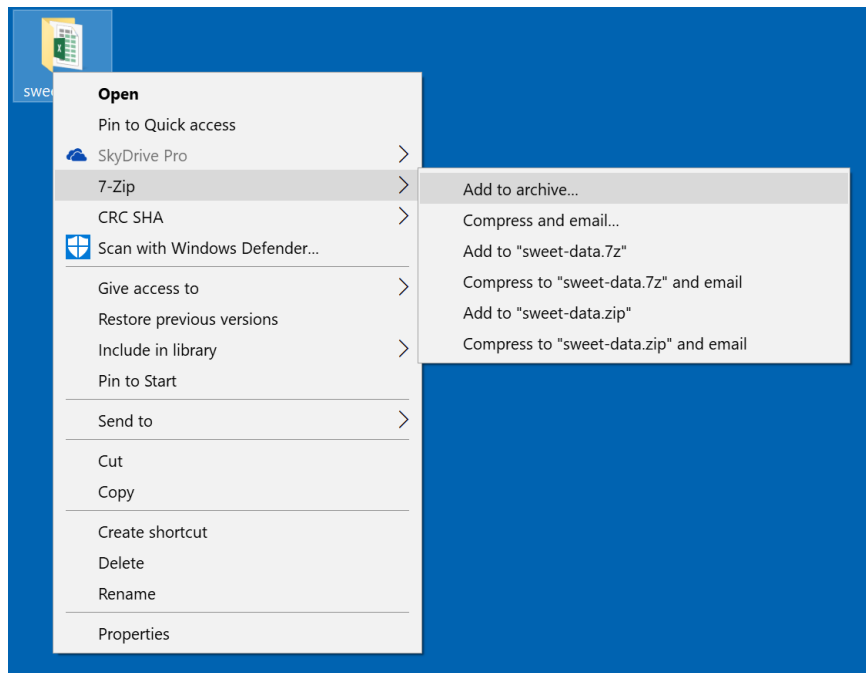
Processor:	AMD Ryzen 5 2400G with Radeon Vega Graphics	3.59 GHz
Installed memory (RAM):	4,00 GB	
System type:	64-bit Operating System, x64-based processor	
Pen and Touch:	No Pen or Touch Input is available for this Display	

Please start the setup file and follow the instructions of the setup.

SWEET data exported from DPV is already encrypted. However, the data protection manager of SWEET recommends to encrypt data exported from DPV also according to the following guidelines.

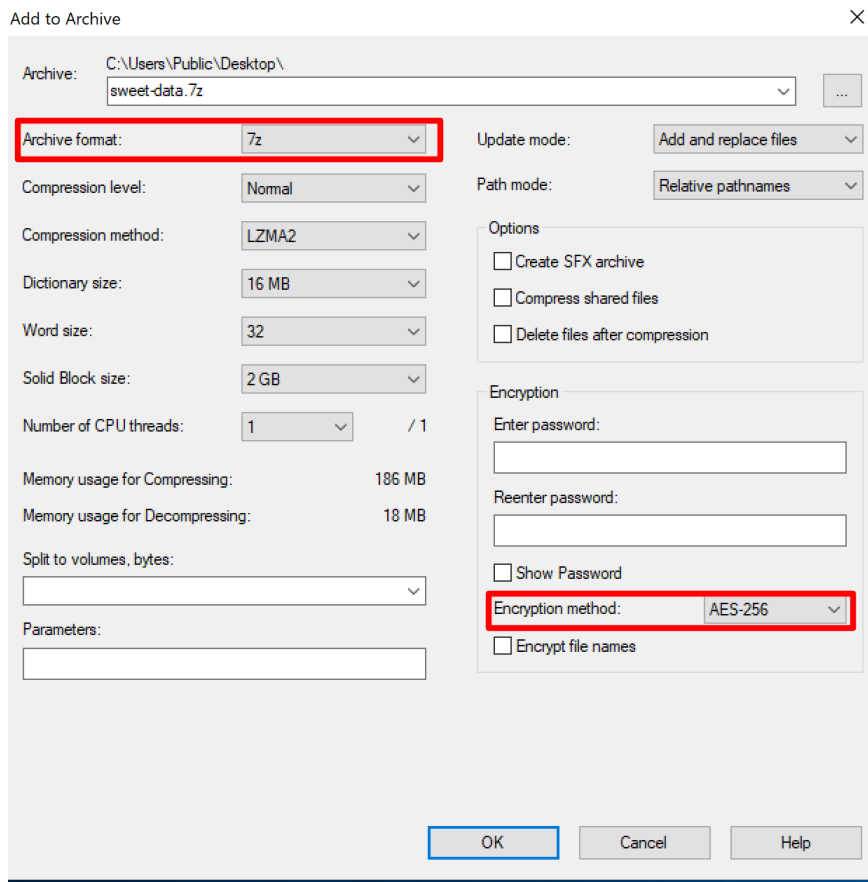
Please follow the next steps to add your SWEET data to an encrypted ZIP-file

- 1. Create a folder in which you store all your files containing data for the SWEET benchmarking**
- 2. Right click onto the folder with the files and select “7-Zip > Add to archive” from the context menu:**



The entry “7-Zip” in the context menu does only appear when you installed the version of 7-Zip matching your system type.

3. Please ensure that the “Archive format” is set to 7z and the “Encryption method” is set to AES-256



4. Provide your password in the input fields for “Enter password” and “Reenter password”.

The password should be at least 12 characters long and should consist of Latin characters, numbers and special symbols (e.g #?!_ \$).

You can use an online password generator like <https://passwordsgenerator.net> to generate a password according the guidelines mentioned above.

Please do not use a password you are already using for another service.

5. Please convey your password to us by one of the ways mentioned below:

- Phone: 0049 731 50-25353
- Fax: 0049 731 50 25309
- E-Mail: katharina.fink@uni-ulm.de, anke.schwandt@uni-ulm.de
- SMS: Please send us an e-mail if you would like to convey your password to us by SMS. We will then provide you with a mobile number.
- By mail: Anke Schwandt, Ulm University, ZIBMT, Albert-Einstein-Allee 41, D-89069 Ulm, Germany
Please keep the time for postal delivery in mind and send us the password early enough, if you choose mail transmission. Of course, you can also burn your data on a CD and send the CD by mail.

6. Please upload the data using our website <https://sweet.zibmt.uni-ulm.de/uploadSweet/>

If you have any questions, please do not hesitate to contact us.