



IDHS – Welcome Pack for Secure Data Transfer In

1. Document Information

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Service	Identifiable Data Handling Solution (IDHS)
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2. Document History

Version	Date	Summary of change
1.0	09/03/2013	First Draft (BV)
1.1	12/06/2013	Document amended and sections added (BV)
1.2	19/06/2013	Bulk Transfer (FTP) instructions amended (BV)
1.3	01/07/2013	Workflow amended with next steps (BV)
1.4	10/03/2014	Incorporated FTP keep alive setting (BV)
1.5	15/05/2014	Updated password policies (BV)
1.6	19/08/2014	Updated FTPS Transfers simultaneous limit (BV)
1.7	20/10/2014	Updated the password policy to reflect the portals it applies to (BV)
1.8	04/03/2015	Updated document to remove the encrypting data steps before sending data (BV)
1.9	23/09/2015	Password Policy updates (BV)
2.0	22/10/2015	FTPS client settings update (BV)

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3 Introduction

Welcome to the UCL IDHS service, maintained by the IT for SLMS Infrastructure Team. This welcome pack will guide you on how to access the IDHS system to transfer data in.

4 Apply for IDHS Service

Before accessing the system, you will need to apply to register with the UCL IDHS. Once an account is enabled for file transfer, you will be able to:

1. Login with your UCL IDHS credentials (continue from [section 6 of this document](#)) OR
2. Receive an email with an “invitation to register” with UCL IDHS.

5 Register with UCL IDHS

For UCL users ONLY who are inviting external collaborators to send data in.

Click on the link provided in the “invitation to register” email, register with the requested fields, complying with the “Username” and “Password” policies.

5.1 Password Policy – File Transfer Portal

The Policy below applies only to the File transfer portal (To transfer data in and out of the data safe heaven)

5.1.1 Username Policy – Applies only to external users to UCL who can only send data in

Minimum User Name Length: 6
Maximum User Name Length: 64
Prohibited Characters: / \ : * ? " < > | @ _ ! # ' &

5.1.2 General password policies

Disable File Transfer account after:
3 Invalid login attempts
90 Days of inactivity

5.1.3 Password Strength

Minimum Password Length: 7
Minimum Number of Upper Case Letters: 1
Minimum Number of Lower Case Letters: 1
Minimum Number of Digits: 1
Minimum Number of Special Characters: 1
Allowable Special Characters: ~ @ # \$ % ^ & * () - _ = + < > ? / \ ; : [] { } , .

5.1.4 Password Age

Password has to be changed every 90 days

5.1.5 Password History

You are not allowed to re-use any of your last 24 passwords


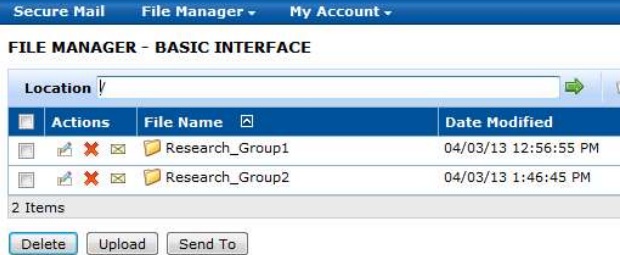
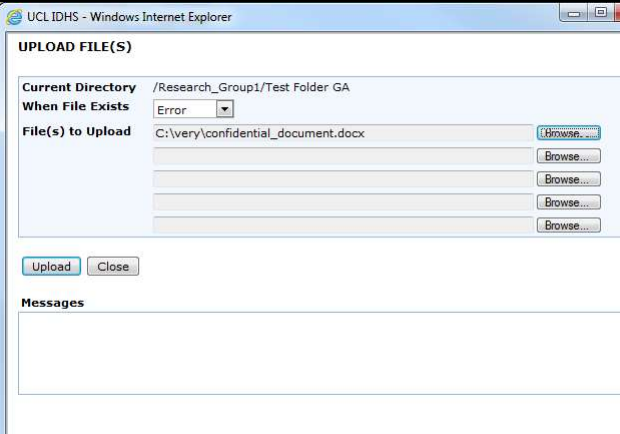
5.1.6 Password Expiry Notification

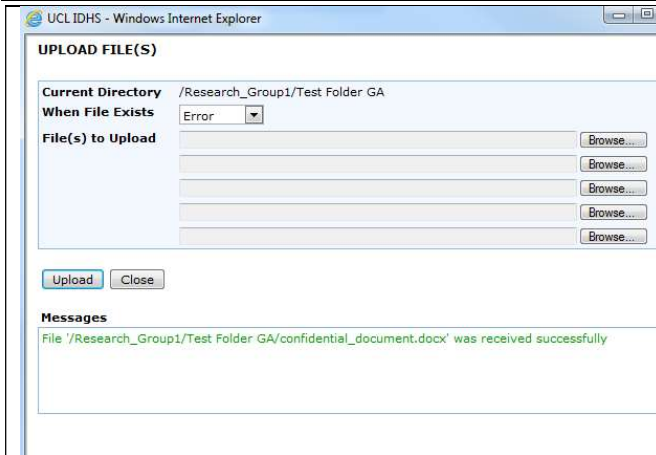
Password expiry notification emails are sent 20 days, 10 days, 5 days and each day less than 5 days before expiry. If password is not changed then passwords are automatically reset by the system, locking user out of the system.

6 Secure Data Transfer Webpage (Portal)

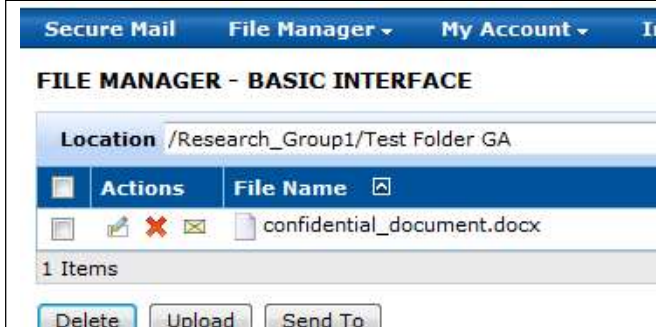
Secure File Transfer to UCL using IDHS is available in two ways..

6.1 Secure data transfer in using the IDHS Transfer In Web Portal

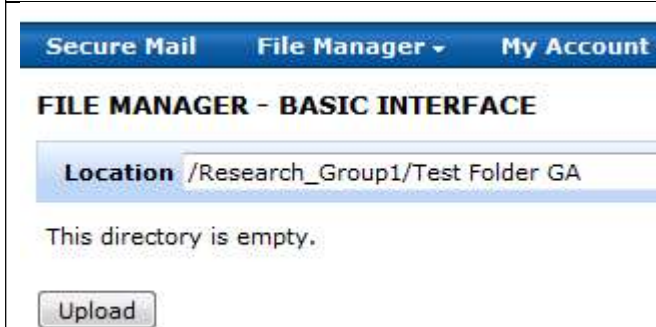
<p>Go to https://filetransfer.idhs.ucl.ac.uk.</p> 	<p>Login using registered account. Either your IDHS AD account or a username you registered with</p>
	<p>Once logged in, by default you should be able to view the Folders you have access to upload the files.</p> <p>Browse to the folder you wish to upload the file to</p>
	<p>Click on upload</p> <p>Browse to the location of the encrypted documents and click on upload</p> <p>You can upload multiple files here</p>



Once upload has finished,
You will see writing in green stating that your document has successfully uploaded



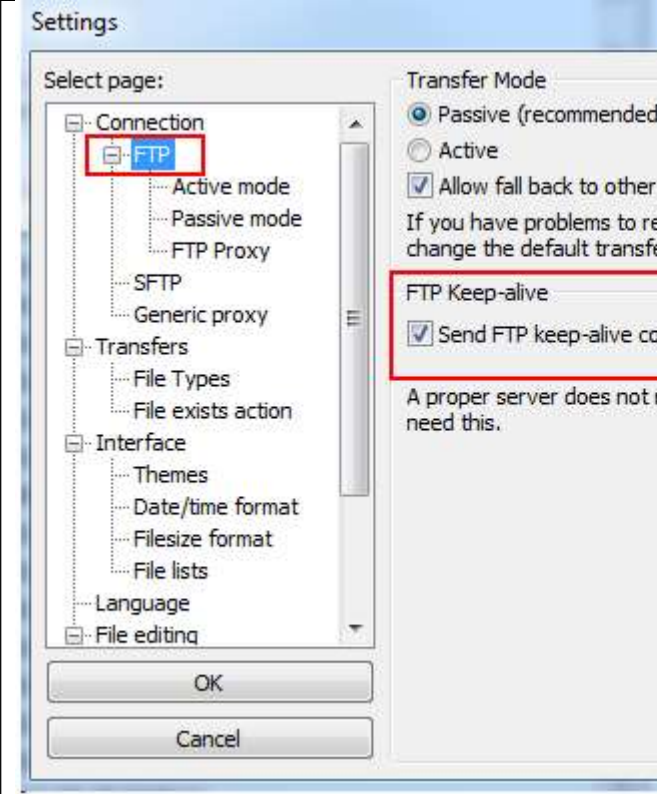
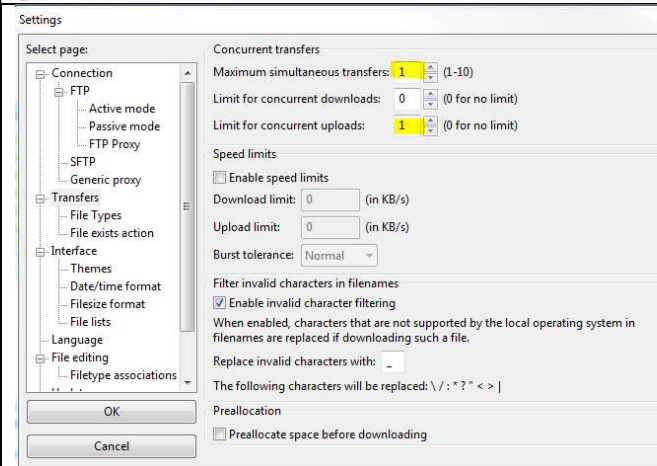
Back on the File Manager screen you should be able to see the document you have just uploaded

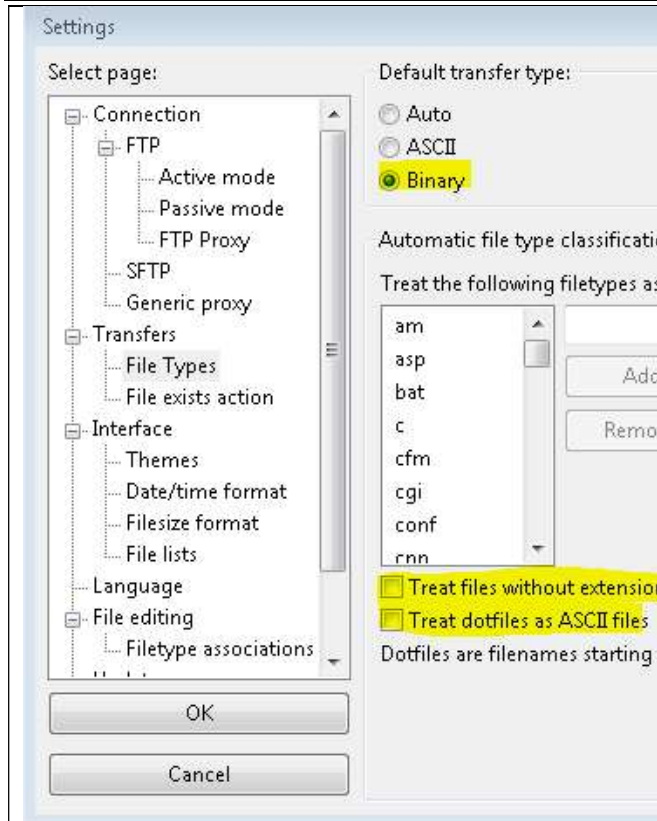


Documents start uploading upon logging of from your session.
There is a 5 minute delay after log off before files transfer.

6.2 Secure data transfer in using the IDHS FTP Portal (Bulk Transfer)

The instructions below use the FTP client “FileZilla” as an example. The steps should be similar for other FTP clients.

	<p>On the Filezilla client.</p> <p>Click on: Edit → settings</p> <p>Click on FTP as squared in red.</p> <p>Select the “Send FTP Keep alive command”</p>
	<p>Set Transfers → Maximum Simultaneous transfers to 1</p> <p>Limit for concurrent uploads to 1</p>



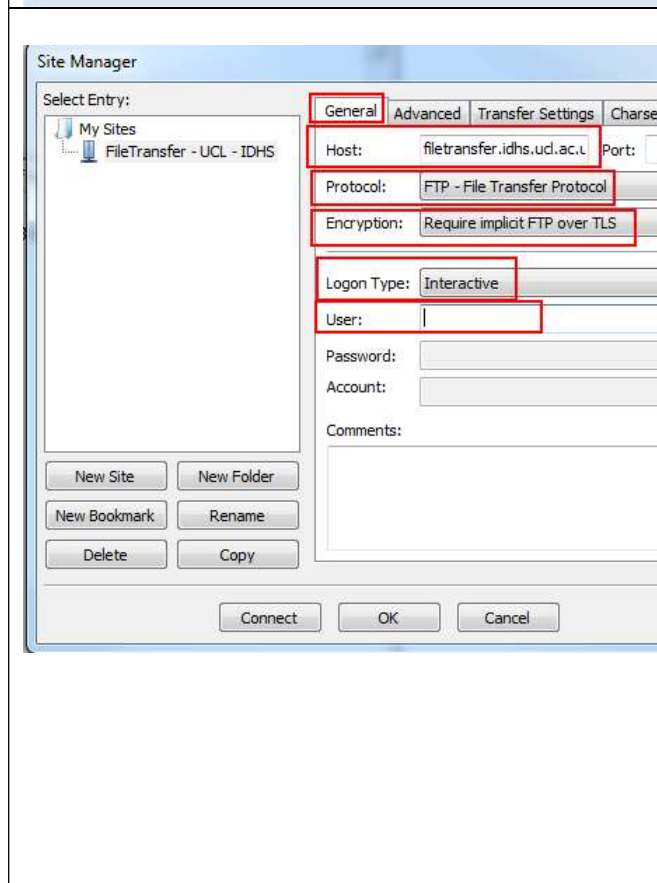
Click on File Types (Transfers → File Types)

Ensure the default transfer type is set to **Binary**

Ensure the two options at the bottom are disabled as highlight on left (and as below)

(Disable / untick) Treat files without extensions as ASCII

(Disable / untick) Treat dotfiles as ASCII files



Configure the “FileZilla” FTP client

Click on File → Site Manager → New Site

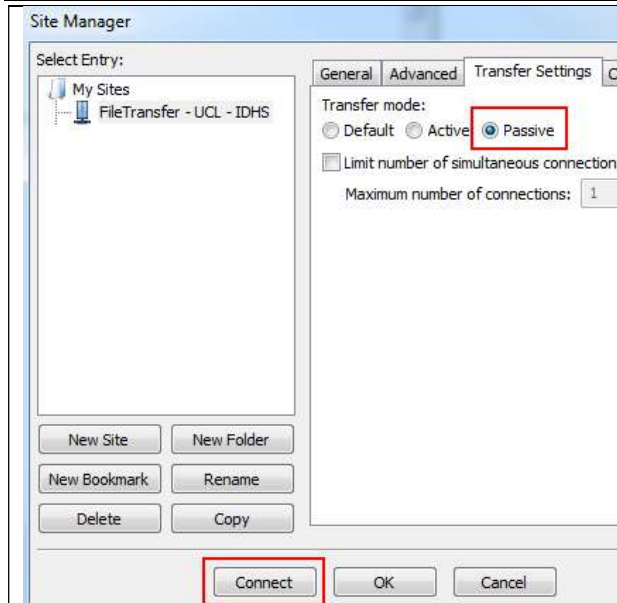
Give it a name – for example File Transfer – UCL – IDHS

Under the general Tab, amend details as:

Host: filetransfer.idhs.ucl.ac.uk
Protocol: FTP-File Transfer Protocol
Encryption: Require Implicit FTP over TLS

Logon Type: Interactive
User: *Leave this Blank for now*

{Same account you use to transfer data in / login to the file transfer gateway}



Click on the transfer settings:

Change the Transfer mode to:
Passive

Click on **Connect**



Enter your IDHS **Username**

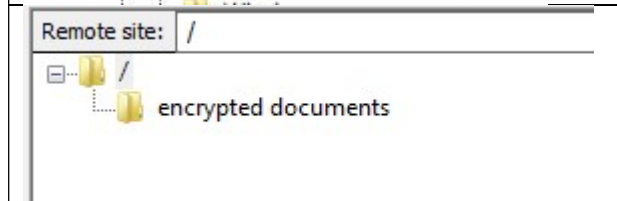


Enter your IDHS **password**

Click on **OK**

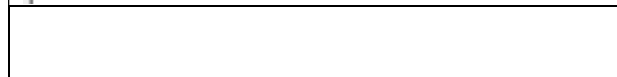


Browse to the location on your local disk (Local site on FizeZilla)



Select file, files, or folders and drop them to the remote site (UCL IDHS)

In this case we have drag and dropped a whole folder of documents



Disconnect the session and close the FileZilla application

6.3 What happens next?

Applies only if you have access to handling the data (using the Application and Data Portal)

Once data has been uploaded, a researcher from the relevant group that is receiving the data a user will login to the IDHS Application & Data Portal and

- Locate the data just sent in (MFT_Arrivals)
- Copy to relevant research folders. (S drive)

End of Document