Secure Data Transfer User Guide

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Date: September 24, 2015

Introduction

The Philips Secure Data Transfer (SDT) service provides a means to transfer (large amounts of) data to/from 3rd parties outside of Philips in a secure and auditable manner. It has many other possible use cases.

The use of the SDT service is mandatory for all Philips employees wanting to send or receive personal data of employees, customers, suppliers or other business partners over the internet. It is also highly recommended for use in many other examples of data exchange, e.g. Intellectual Property, financial data.

Philips realizes that the SDT service may be less user friendly compared to other services you may have used for the exchange of (large amounts of) data – in your business activities or in your home situation.

However every Philips employee is responsible for the proper use, protection and conservation of Philips' assets and resources as well as confidential information disclosed by its business partners. (General Business Principles, article 6.1). The GBP Directives, in article 11, further state that Philips employees need to take special care to protect Philips' information assets contained in or accessed through and portable, private or third party-owned media and devices – recognizing and acting to minimize the potential for loss, theft or unauthorized activity (e.g., unauthorized access, use, alteration, destruction or deletion).

By using the SDT service you are taking your responsibility to exchange data in compliance with the Philips General Business Principles and show due diligence regarding the protection of data about your fellow colleagues, our customers, suppliers and other business partners in protecting their and our valuable information.

Please note that where SDT provides a secure means for the transport for data, this does not relieve its users of observing all other applicable contractual, legal and other obligations or restrictions.

The use of other means of transport of data remains possible, e.g., like attachments to e-mail, externally accessible SharePoint. These solutions however require that you take appropriate measures like encryption of the data for transport. The use of SDT however remains the preferred way method to exchange personal data.

This most recent version of the user guide for this service is available at the login page of the service: https://www.sdt.philips.com/

What is the Secure Data Transfer (SDT) Service?

The SDT Service allows you to exchange data securely over the internet with anyone with a valid email address, in- or outside of Philips, and is based on Biscom's Delivery Server product. SDT has the following useful features:

- The ability to control who has access to the data being exchanged
- Supports any file type and (virtually) any size of file[1]
- Detailed logging about the data exchange (who exchanged what and when)
- E-mail notifications

Location

The Secure Data Transfer service is fully web based and requires no software installation on your computer. The service can be accessed at https://www.sdt.philips.com

SDT Terminology

Packages

The Secure Data Transfer service exchanges data via so called Packages. A package is a collection of files and documents that is delivered to recipients. The package contents (files) and description of a package may be changed any time during the lifetime of a package. A package will expire after 5 days and then will be deleted automatically. The recipients of a package can send data (files) back to the sender(s) of the package.

The creator of a package can define owners and senders of a package. Only owners and senders can create deliveries for recipients and access data sent back to them by the recipients.

Deliveries

Packages can be delivered to recipients. Recipients then have access to the package contents during the lifetime of the package. Recipients receive an e-mail notification with a link to the package and an indication of the expiry time. Recipients are required to log-in to view and download package contents. Only registered recipients to whom the package has been delivered can access the package contents.

3rd Party recipients can only access a package delivered to them after they have registered.

Upon creation of a package, the sender can create or update the notification message to the recipient, create a secure message that a recipient can only view after logging in and set several delivery parameters.

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[1] An account limit of 50 GB has been set at the introduction of this service, April 2012.

Before Using SDT

Privacy

Make sure you have read and understand the terms and conditions of use and privacy statement for the use of SDT on the SDT website, https://www.sdt.philips.com/ . If you have any concerns on the use of SDT and the privacy aspects, please consult your local privacy contact.

Java

SDT works best with Java installed. Without Java your upload size will be limited and reliability of the service is reduced. There is a link on the logon page to check whether you have java installed.

Non Research/Healthcare Users/IT

When you first log in you will not see the options required for sending packages described below. If this is the case, and you would like to use SDT to send packages please request "sender rights" via SM7 / One-IT Help portal (www.philips.com/it).

Registering for SDT

Philips Users

There is no need to register, you must log in with your CODE1 (Windows) username and password.

3rd Party Users

3rd party users can register themselves as long as they have a valid email address and have received a package from a Philips employee. Once you have received a package for the first time, click on the link for the package and you will be taken to the registration page.

1. Click the link in the email you received.

   ```
   You have been sent some data using the Secure File Transfer service provided by Philips. T

   Sender : Admin
   Link : https://www.sdt.philips.com/bds/Login.do?id=A03346837&p1=z9j15easbeefhjeilibcii20
   ```

2. Read and then accept the Terms of use and privacy statement. If you have any questions about the terms of use and privacy statement then email sdt@philips.com.

3. Fill in the registration form and click register

User Registration

To view your delivery, you must be a registered user. Please enter your information for registration, your en
Already registered? Visit the Account activation page or click here to have the activation email resent to you

Philips users click here to log in.

Email address*	aaa@bbb.com
Confirm email address*	aaa@bbb.com
Name	First name Middle name Last name
	Display as*
	aaa@bbb.com
Password*	
Confirm password*	
Password strength	
Password reset question *	Question
	Answer Hint

* Required fields

Register

Unregistering

3rd Party Users

All accounts automatically expire after 30 days of inactivity. If you want your account deleted before 30 days, email to sdt@philips.com.

Philips Users

Philips user accounts will 'occupy' a sender license upon first use. The license for Philips user accounts will be released after 30 days of inactivity.

Logging in to SDT

The User sign in screen is the equal to all users and looks like the figure below. The login for Philips users is slightly different than for 3rd party users. Both are described below.

Please remember that once logged in, your session will timeout after 30 minutes

User sign in

Username	gbr04336
Password	••••••••
Domain	coda1

☐ Remember my username

Sign in

Forgot your password?

Philips Users

Username: Enter your CODE1 (Windows) username (e.g., nly….; gbr….; usd….; 3100….)

Password: Enter your CODE1 (Windows password)

Domain: Enter text "CODE1"

3rd Party Users

Username: Enter your email address

Password: Enter your password (as defined when registering or managing your profile)

Domain: Leave this field empty

Sending a package

Philips Users

Creation of packages and deliveries can only be done by Philips users. The fastest and simplest way to create and deliver a package is by creation of an "Express delivery". Philips users have the option to create packages first and then create deliveries in a two-step approach. This is not explained in this User Guide, but should be self-explanatory based upon the content of this Guide.

1. Once logged in, select **Create an express delivery**.

2. Fill in the form and add the files you wish to send. The screenshot below is for the situation where you have Java installed; the screen and usage will be slightly different if no Java is installed.

Most of the fields are self-explanatory in this screen. In the "To:" field, multiple recipients' e-mail addresses can be entered by separated them by a comma.

The [Show Options] field will expand the screen to set additional options for the delivery.

The "Send" button finally will actually start the delivery of the package.

3.   Once you have pressed "Send" you should see an upload screen as shown below. Once the upload is finished all recipients will receive an email with a link to the package

3rd Party Users

For a 3rd party user to send data, they must first be sent a package by a Philips employee. The package sent by the Philips employee doesn't need to contain any data.

1. Philips employee sends a package (as described in Sending a package for Philips Users above) with the 3rd party user and everyone else that needs to receive data from the 3rd party user included in the "To" field.
2. 3rd Party user can then reply to the package attaching some data.
   a. 3rd party user will receive an email like the one below. Click on the link in the email.

   > You have been sent some data using the Secure Data Transfer service provided by Philips. The data can be accessed by clicking on the link below.
   >
   > Sender : Young, Andrew
   > Link   : https://www.sdt.philips.com/bds/Login.do?id=A0511129416&p1=dej21d5sbgcccdkfchlhdcei20
   >
   > Sent To : Young, Andrew
   >
   > Philips users should log in with their CODE1 username and password. External users will have to register the first time they use the service.

   b. If the 3rd party user has not already registered they will need to do so now, as described in registering for 3rd party users above.
   c. Once registered the 3rd party user will have access to the package and can reply by adding files, then clicking on the "send reply" button at the bottom of the page
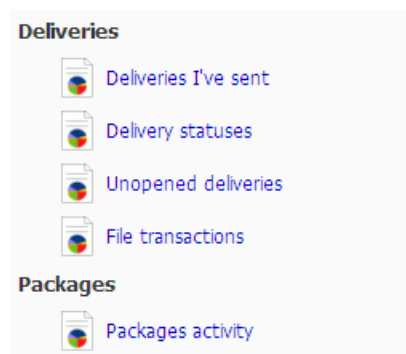
Resending the link to a package

If it appears that recipients have not received a notification or have lost it, it is possible to resend the link to the package. To do so, follow the steps below:

1. On the Home pages, click "View reports

2. Click "Delivery statuses"

3. The report shown will show "resend notification now" text for the applicable deliveries (i.e. the ones not yet viewed by the recipient). Click the resend notification for the package you would like to resend. If you wish to resend multiple packages you can select the tick boxes next to each one and then select the resend notification button at the bottom.