

## PASSWORD PROTECTION/ENCRYPTION INSTRUCTIONS

### What is Document Encryption?

Document encryption is the process of protecting a document or data so that only individuals with access to a key, password or token can open and decrypt (make readable) the information.

### When and Why Protect My Documents?

You should always protect (encrypt) documents that include Sensitive Personal Data or Highly Confidential Sensitive Data (each as defined in the RPM International Inc. Global Data Protection Policy, found at [RPMGlobalDataPrivacy.rpminc.com](http://RPMGlobalDataPrivacy.rpminc.com), before storing them on your computer and/or sending them via the web or email as hackers can intercept these documents and read them fairly easily.

### How Can I Protect My Data?

#### Office 2016/2013/2010

To set a password on your Word, Excel or PowerPoint file click **File > Info > Protect Document > Encrypt with Password**. You'll be prompted to create a password, then to confirm it. After you've added a password to your file you'll want to be sure to save the file to make sure the password takes effect.

**Important:** End Users: Keep your password in a safe place. **If you lose or forget the password, it cannot be recovered or removed.**

#### Adobe Acrobat

Open the PDF and choose **Tools > Protect > Encrypt > Encrypt with Password**.

If you receive a prompt, click **Yes** to change the security.

Select **Require A Password To Open The Document**, then type the password in the corresponding field. For each keystroke, the password strength meter evaluates your password and indicates the password strength.

Select an Acrobat version from the **Compatibility** drop-down menu. Choose a version equal to or lower than the recipients' version of Acrobat or Reader.

Make sure to select the following option: **Encrypt All Document Contents** - Encrypts the document and the document metadata. If this option is selected, search engines cannot access the document metadata.

Click **OK**. At the prompt to confirm the password, retype the appropriate password in the box and click **OK**.



## Company Email Systems / Secure FTP / Secure Web Transfer

It is possible that your company has other ways of securing and encrypting files. Please make sure to check with your help desk team. If you are not sure about what options exist, please feel free to email [issueelog@rpminc.com](mailto:issueelog@rpminc.com) and someone will get in touch with you to explain your options.

### **I want to share the file, how do I share the password?**

Never send the password to an encrypted file with the file itself. Either, send the password in a separate message to all the recipients or call the recipients and verbally give them the password.