



GAD Central Data Zone

1. GAD collects and processes some personal information for the purposes described in our [Privacy Notice](#). This note describes the system GAD has set up for transmission of personal data to and from our clients – referred to as the GAD Central Data Zone.
2. Data is transmitted using Egress Switch and is encrypted in transit and at rest using AES256-bit encryption, in fully accredited data centres. The Data Zone is managed at GAD by a single team who check, and if appropriate redact or encrypt data items before the data is released to our actuarial teams.
3. If you are a GAD client and you need to send us personal data you should speak to your usual GAD adviser who will arrange for you to be given access to the Data Zone.

How to use the GAD Central Data Zone

4. The following screen prints take you through the process from receiving your invitation email to uploading files to send to GAD.
 - A. The invitation email. If it doesn't arrive in you inbox as expected you may need to ask your IT people to ensure that email sent from workspace@egresscloud.com is not stopped by your company's IT security settings. All the automated emails sent by the system come from this one address.

You will receive this email when we share a folder in GAD's Central Data Zone with you.

The email is sent from workspace@egresscloud.com

Registering and using the system is quick and easy but the guidance on GAD's website shows you what to expect.

Click here to log in or register if you are using Egress for the first time.

This **Switch Secure Workspace** notification has been sent using Egress Switch

You have been invited to join GAD Central Data Zone

Use for securely sharing personal data with GAD. If you don't yet have an Egress Switch ID see <https://www.gov.uk/government/publications/sharing-personal-data-securely-with-GAD> for details of how to register and upload files.

[View Secure Content](#)

Confidentiality Notice: This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom it is addressed. If you have received this e-mail in error, please notify the sender.



B. Signing in or registering. Steps C and D only apply when registering for the first time.

The screenshot shows the 'switch' Sign In page. On the left, a blue box contains instructions: 'Have you already registered for Egress Switch using the email address your invitation to join GAD Central Data Zone was sent to?' with options 'Yes - sign in with your email and password' (1) and 'No - create an account' (2). The main form has fields for 'Switch ID' (containing 'user@example.com' with a red '1' annotation) and 'Password'. A 'Remember my Switch ID' checkbox is present. A 'Sign In' button is at the bottom. On the right, a grey box contains links: 'New User?' (2), 'Forgot Your Password?', and 'What Is Switch?'. At the bottom, there are links for 'Administration Panel', 'Web Access', 'Download', 'Privacy Policy', and 'Legal', along with a copyright notice for 2009-2018.

C. Registering to create a new user account.

The screenshot shows the 'switch' Registration page. On the left, several blue boxes provide instructions with red arrows pointing to the form: 'Make sure you use the email address your invitation to join GAD Central Data Zone was sent to' (points to Email field), 'Uncheck to opt out of receiving emails from Egress about their products' (points to the 'Email me...' checkbox), 'Note the minimum requirements for your password' (points to the password fields), 'Choose any question from the lists - used by you should you ever need to reset your password' (points to the question and answer fields), and 'Confirm and then click Create Account' (points to the 'I have read and agree...' checkbox). The main form is titled 'Sign Up' and includes a step-by-step guide: '1 Please enter your details below to create a new Egress Switch user account.' with fields for 'Email (Switch ID)*', 'First name*', 'Last name*', 'Phone number', and a checkbox for 'Email me about product updates and services from Egress'. Step 2 is 'Choose a strong password to protect your identity.' with fields for 'Password*' and 'Confirm password*', and a note: 'Minimum 8 characters, with at least 1 lower case and either 1 upper case / number'. Below are two security questions with dropdown menus and text input fields for answers. At the bottom, there is a checkbox for 'I have read and agree with the Egress Privacy Statement' and a 'Create Account' button.



D. Activating your new account and logging on for the first time.

switch | Registration

Click the link in the 'Welcome to Egress Switch' email.

Or you can copy the activation code from the email into the box and click Submit Activation Code.

The code is valid for 24 hours. If you don't activate your account in that time you'll need to register again.

Almost Done

A new Egress Switch account with Switch ID XXXXXXXXXXXX has been created but is not active yet. A message with an activation code was sent to your address.

To activate your Switch account please click on the link contained in the email, or copy the activation code into the box below.

Note: If you don't get the email within 3-5 minutes, please check your Spam folder.

Activation code:*

[Submit Activation Code](#)

switch | Registration

Click Access your secure content to go to GAD Central Data Zone

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All Done

You can now access secure content using your new Switch account:

XXXXXXXXXXXX

Thank you for signing up with Egress Switch.

[1 Access your secure content](#)

The first of two standard Egress welcome screens. This one asks for your agreement to the use of cookies.



Welcome...

Switch Secure Workspace next generation online collaboration

When we provide services, we want to make them easy, useful and reliable. Where services are delivered on the internet, this sometimes involves placing small amounts of information on your device, for example, computer or mobile phone. These include small files known as cookies. They cannot be used to identify you personally. By using Switch Secure Workspace you agree to our use of cookies in accordance with our cookie policy.

I accept, continue

Decline



Welcome...
Switch Secure Workspace
next generation online collaboration

Share
One location for collaborating and sharing both files and information with internal and external teams

Secure
Leveraging UK Government certified key management and encryption to protect data at all times

Control
Audit and control all information shared internally and externally

Nothing to do on the second welcome screen other than click through to the secure workspace - GAD Central data Zone

Take Me to Switch Secure Workspace

E. Basic navigation. In most cases you will have access to one folder only.

GAD's logo

The name of the Switch Secure Workspace

The name of the folder that's been shared with you. Click the folder name to open it.

Home > Shared With Me > GAD Central Data Zone

Type	Name	Modified
	GDPR_Test_1	

Results per page: 10

Inside the folder - this one is empty

Home > Shared With Me > GAD Central Data Zone

GDPR Test 1

No Files

Choose upload to start adding files to this folder...

Need assistance? [Click Here](#)

'Watching' option is on (green) by default. It means you get notified by email if files are uploaded or downloaded.



F. Uploading files.

Click Upload button to open the Upload Files form

You can then either drag and drop files onto the icon 1 or browse and select files 2

Filename	Size	Status
Some data part 2.xlsx	154 kb	0%
Some data part 3.xlsx	154 kb	0%
Some data part 1.xlsx	154 kb	0%

461 kb 0%

Click Start Upload

There is no limit set on the size of file you can upload



The screenshot shows the 'Upload Files' interface. At the top, a table lists the uploaded files:

Filename	Size	Status
Some data part 2.xlsx	154 kb	100%
Some data part 3.xlsx	154 kb	100%
Some data part 1.xlsx	154 kb	100%

Below the table, a summary bar indicates 'Uploaded 3/3 files' with a total size of '461 kb' and '100%' completion. A red callout box points to this bar with the text 'Confirmation that your files have been uploaded'. Below the summary bar is a red button labeled 'Add more files', with another red callout box pointing to it that says 'Add more files or Close'. At the bottom, there are 'Start Upload' and 'Close' buttons. The 'File Expiry' section includes 'Available From' and 'Available To' date pickers.

The screenshot shows the GAD Central Data Zone file listing for a folder named 'GDPR Test 1'. The files listed are:

Type	Name	Modified
File	Some data part 1.xlsx (153.8 KB) [Unclassified] [v1]	8 seconds ago
File	Some data part 2.xlsx (153.8 KB) [Unclassified] [v1]	15 seconds ago
File	Some data part 3.xlsx (153.8 KB) [Unclassified] [v1]	15 seconds ago

The interface includes a 'Files' header, a 'Watching' indicator, and an 'Unclassified' status. A 'Results per page' dropdown is set to 10.

Your files are now in the folder ready to be downloaded at GAD.

GAD will be automatically notified that you have uploaded the files.



G. Downloading files.

Government Actuary's Department

This **Switch Secure Workspace** notification has been sent using Egress Switch

Below you will find the recent activity on your secure Zones

GAD Central Data Zone

Files Added

File Some data part 3.xlsx added via Web Uploader (GAD Client)
File Some data part 2.xlsx added via Web Uploader (GAD Client)
File Some data part 1.xlsx added via Web Uploader (GAD Client)

Sign Into Workspace

Confidentiality Notice: This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom it is addressed. If you have received this e-mail in error, please notify the sender.

You will receive an email notification like this one when your GAD adviser needs to share data with you.

Sign in to download the files.

Home > Shared With Me > GAD Central Data Zone

Files

GDPR Test 1

Type	Name	Modified
	Some data part 1.xlsx 153.8 KB Unclassified v1	8 seconds ago
	Some data part 2.xlsx 153.8 KB Unclassified v1	15 seconds ago
	Some data part 3.xlsx 153.8 KB Unclassified v1	15 seconds ago

Results per page: 10

Use the download button to download a file from the shared folder.

If you have questions about the GAD Central Data Zone please email

datazone@gad.gov.uk