

EMAIL, PERSONAL DATA AND ENCRYPTION

ANY PERSONAL DATA YOU SEND BY EMAIL MUST BE KEPT SECURE, AND WHERE POSSIBLE ENCRYPTED.

You can ensure you are doing everything you can to safeguard information in line with data protection to avoid a data breach by follows these simple tips.

WHAT YOU NEED TO DO

- DO** Avoid using personal data in the subject of an email
- DO** Minimise the amount of personal data included in the main body of an email
- DO** Verify and double-check the spelling of the all recipients' email addresses
- DO** Use encryption and password protection on all attachments containing personal data

WHAT YOU SHOULD NOT DO

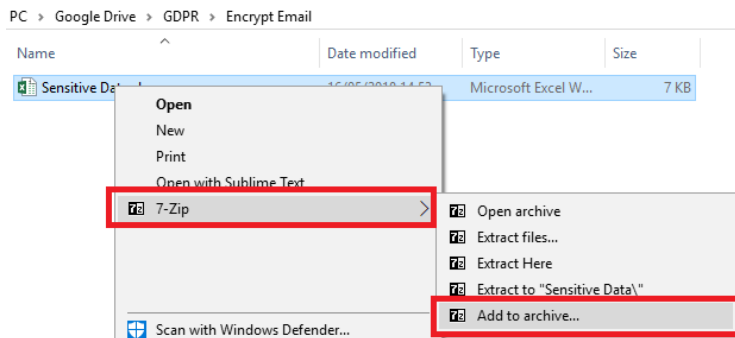
- DO NOT** Include any sensitive information within the subject or body of an email
- DO NOT** Send unencrypted and unprotected attachments that contain personal or sensitive data
- DO NOT** Share any personal information with an unknown recipient
- DO NOT** Send the passwords in the same email as encrypted and password protected attachments

HOW TO PASSWORD PROTECT AND ENCRYPT EMAIL ATTACHMENTS

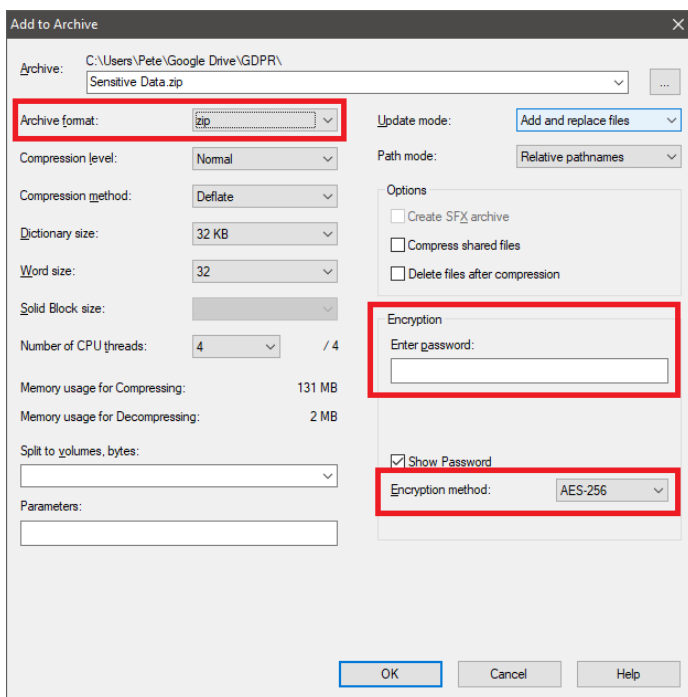
Safeguarding personal data in email attachments using 7-Zip software is easy.

Just follow these six simple steps to encrypt and password protect personal and sensitive data.

1. Right click the file(s)/folder you need to protect and select 7-Zip > Add to archive...



2. Set encryption type and password as shown below. (Archive format: zip, Set Encryption method: AES-256) Enter a password under encryption (use minimum 8 characters)



3. After clicking 'OK' the encrypted zip file will be created in the same folder as the file(s)/folder you selected.
4. After encrypting a file, it is advisable to check that the encryption works, and that the password is correct. To do this, right click on the file, go to '7-Zip' and click 'Extract to /<filename>'. 7-Zip will then ask for a password, and if successfully entered will place the contents of the zip file in a folder of the same name.
5. Attach the encrypted .zip to your email and send to recipients verified email address
6. Securely share the encryption password with recipient once they have confirmed receipt of the attachment. Where possible share in person, or over the phone or in a separate email