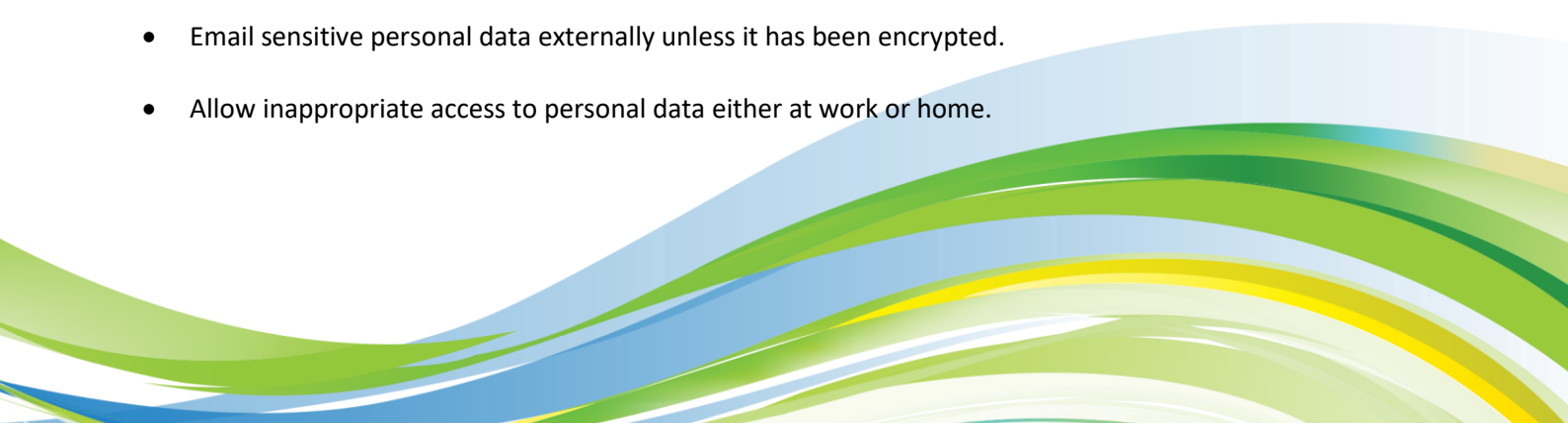


DO:

- Mark letters 'strictly private and confidential' and send to a named individual.
- Shred all your confidential paper waste or place in a confidential waste bag for secure disposal.
- If you want to send an email to a recipient without revealing their address to other recipients, make sure you use blind carbon copy (bcc), not carbon copy (cc). When you use cc every recipient of the message will be able to see the address it was sent to.
- Choose a strong password that has a mix of at least 8 characters and have a combination of upper and lower case letters, numbers and the special keyboard characters like the asterisk or currency symbols. Keep it secure and don't share it.
- Anonymise personal data wherever possible - take out anything which could directly/ indirectly identify a person.
- Use encryption on emails and portable devices and access permissions on shared folders/sites to prevent unauthorised access.
- Always consider the most appropriate secure method of sending manual or electronic personal data.
- Personal data held on laptops, data sticks and other portable electronic devices should be encrypted.
- (Controlled and Maintained Schools) Ensure that all obsolete/surplus ICT equipment is disposed of in a secure, safe and legal way. EA have a contract in place to do this – EA Contract 70097. The contractor (AMI) will collect the equipment and take it to their premises for processing. All data is wiped to HMG IA Standard No. 5 Secure Sanitisation. The contract schedule and protocol are on the EA Procurement Extranet or contact EA Procurement for a copy.

DON'T:

- Disclose personal data without consent or where this isn't permitted by law that includes, address, telephone number, email address, age, birthday, names of family members.
 - Leave personal information in manual or electronic format unattended at meetings, in cars or briefcases even when locked.
 - Assume that email is private or a secure method of communication.
 - Email sensitive personal data externally unless it has been encrypted.
 - Allow inappropriate access to personal data either at work or home.
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- A decorative graphic at the bottom of the page consisting of several overlapping, wavy bands in shades of blue, green, and yellow, creating a sense of movement and flow.