

Data Protection Checklist

KEEPING DATA SAFE WHEN SENDING EMAILS

Double check the recipient is correct before you press send!



Don't send personal information unless it is encrypted or password protected.



Can you send a password-protected link to a file instead of the file itself?



Make sure the content of any email is professional as it represents you and the school.

Make sure that you Bcc email lists so that addresses aren't shared without permission.

