Brunel Cyber & Privacy:
Top tips when handling data

DE-STRESS when handling, processing or sending personal data

Data **E**ncryption - for sensitive, personal, and valuable University information

STOP - Do I really need to send this data and all it's content? Can I share the document from OneDrive? If an entire email thread is not required, delete the unneeded communications. Data minimisation is one of the keys to controlling the possibility of a data breach.

THINK - Have I added the correct *information security classification* in the subject line? (Protect, University Confidential).

REVIEW - Am I sending this to the right people? Check the recipient email addresses, are they all correct, do they all need to be included or copied to. Double-check the recipient, every time. Especially when forwarding or replying to a UNIVERSITY CONFIDENTIAL email.

ENCRYPT - Put the personal information content into a word or excel document and password protect it, then include the attachment - DO NOT SEND THE PASSORD IN THE SAME EMAIL

SURE - Are you sure you need to send this email, is it correct? - The number of recipients for a UNIVERSITY CONFIDENTIAL email should be as limited as possible and only sent to those parties that have a requirement for this information. Please try not to send such emails to group email addresses – send them to named individuals.

SEND - All checked - Take Five and SEND!

STOP
Take a moment to think before storing or transmitting data

CHECK
Could it be fake? It's ok to reject, refuse or ignore a request by verifying first.

PROTECT
Classify and store data according to it's value. Ensure access to the data is protected.

WE CARE, HANDLE OUR DATA WITH CARE