

University Hospitals of North Midlands Mississipple



NHS Trust

Sending Emails Safely

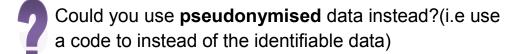
Every time you send an email containing identifiable data —THINK!



Do I really need to send identifiable data?



UHNM emails = @uhnm.nhs.uk



Does the recipient really need identifiable data?

Can you justify sending it? Who is receiving it? Should they have it? What are they going to do with it? How are they going to store it? Who will see it?

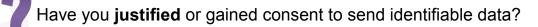
> REMEMBER: Only people in the direct care team should receive identifiable data unless there is patient consent or legal justification



Am I sending it securely?

Is the email address correct/secure?

Check the Data Protection policy or contact IG if you are not sure.



Have you made sure you only have the **minimum** amount of data needed? Don't provide everything just because it's easier unless you need to.

WHO? HOW? WHY? There are a few different ways to send a

secure email:

UHNM colleagues

Justify the purpose and use the minimum data.

Use your Outlook account to email UHNM colleagues with a @uhnm.nhs.uk address.

You can use your Outlook address to email between the **Royal Stoke and County sites**

Selected local NHS Trusts

Addresses ending in:

@staffordshirecss.nhs.uk

@stoke.nhs.uk

@northstaffs.nhs.uk

@ssotp.nhs.uk

The above are secure if sent from your Outlook (@UHNM) address.

We are part of the **Community Of Interested** Networks ("COIN")

From UHNM to other Trusts or organisations who aren't on the COIN

Use NHSmail to encrypt. This isn't your Outlook account, it's a separate address that ends "@nhs.net"

To register for NHSmail go to www.nhs.net

Must send from @nhs.net to @nhs.net OR type [Secure] (including square brackets) as 1st word in the subject box if sending from @nhs.net to @other accounts.

If emailing police, social services, government depts, refer to Data Protection policy or contact IG for advice



