

Error processing SSI file
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Data Protection Act or Freedom of Information request

When you receive a Data Protection Act (DPA) or Freedom of Information (FOI) request you need to search all of your departmental/Post Shared and Public areas. Staff also need to search their P drives and Outlook folders, including PST files. This guidance sets out the best way to approach this.

How to search your Personal area

1. To search through your Personal area, open Windows NT Explorer (**Start>Programs>Windows NT Explorer**, or **Windows key and E**) **P drive> your name** and **open** your area. Then click on **Tools>Find>Files or Folder** (or **Windows key and F**), this opens a **Find: All Files box**. Select the **Advanced tab** and in **containing text** type the relevant search criteria, for example "Beckett", then click on **Find Now**.

How to search the Shared area

2. To search the Shared area, use the advanced find option. You can do this through different applications, for example, through **Word**, click on the **Open** folder icon on the menu toolbar. Click on the Shared drive relevant to your department/Post and **Open**. Click on your department/Post section Shared folder (make sure you have permissions to see all folders, if not the OGLO must ask each relevant section to search their Shared folder) and **Open**. Click on **Advanced**, under **Property** select the down arrow and choose **text or property**, in **Value** type in the word you are looking for, for example "Beckett". Select the tick box for **search all subfolders**. Click on **Find Now**.

How to search your Outlook area

3. To search your Inbox and Personal Folders in Outlook, click **Tools** on the Outlook menu bar, **Advanced Find>Browse**. Select **Mailbox** (to search your Inbox, Sent Items etc), then search for the words, for example "Beckett", select **frequently-used text fields** and **Find Now**. If you use Personal Folders (PST files) in Outlook you should deselect the tick in your mailbox and tick Personal Folders> **Find Now**.

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