

Ashdown-Hoff, Melissa

Subject: FW: Security of Paper Records [OFFICIAL]

From: Ashdown-Hoff, Melissa
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To:
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Classification: OFFICIAL

Happy Monday Everyone,

This week's message contains some quick tips about the security of paper records.

If you hold/ use any paper records with personal information on them or sensitive operational information in them it is important that you have the correct physical security for these records at all times.

Any records where someone/ or an organisation could be harmed if the information was lost should be marked as Official Sensitive. This will include information containing personal data, sensitive operational data or commercially sensitive information. When using this type of information the following precautions are a must:

- Stored in a lockable (and locked with keys removed) draw or cabinet when not being worked on.
- Stored in a restricted access area of G drive or info share, or password protect it.
- When printing use WYP print service only and don't print to a local printer.
- Disposed of in one of the shredders.
- If taking outside an OPCC or Force building cover with a cover so it cannot be accidentally viewed.
- Take precautions against leaving information in your car if you are taking information home or travelling to meetings.
- Try to find a work around so you don't take paper documentation home - can you email it to yourself or better still email yourself a link to it.

If you want to know more about the Government Protective Marking scheme, when and how to use it there is an excellent video available [here](#).

As always please contact if you have any Data protection queries.

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