



Start

Wait!

Is it necessary to share this information at all?
What level of detail is required?

Ensure your purpose for sharing is clearly defined.



I'm not sure / I don't need to share this

Don't share the files.



Contact the ER team for more advice.

Yes, I'm sure this needs to be shared.

Second Best Option



Send a password-protected copy of the file by email.

Send the password via Teams, SMS or WhatsApp.

Best Option



Share a link from OneDrive or SharePoint.

Don't send the file itself.

No

Are you sharing this file internally?



Yes

Ensure your data meets **DPA requirements** and contain **no detail** that can identify individuals.



However, if this is required, there **must** be a data agreement in place with the external organisation. Contact the ER team for more advice.

If sending by email, ensure your email has the following data protection footer:



This email may contain personal data, therefore you have a responsibility to ensure that it is saved securely, not duplicated, and is only retained for the period in which it is relevant.

What are DPA requirements?



Shared Information Must Be:



- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary

OneDrive or SharePoint?



If you're sharing the information only within your team and they all have access to the SharePoint site, use SharePoint.



If you're sharing it outside of your team, save the information to your OneDrive and share it directly from there.

What is personal data?



The Information Commissioner's Office (ICO) has a comprehensive definition on their website. [Follow this link to learn more.](#)

What is special category data?



The UK GDPR defines special category data as:

- *personal data revealing racial or ethnic origin;*
- *personal data revealing political opinions;*
- *personal data revealing religious or philosophical beliefs;*
- *personal data revealing trade union membership;*
- *genetic data;*
- *biometric data (where used for identification purposes);*
- *data concerning health;*
- *data concerning a person's sex life; and*
- *data concerning a person's sexual orientation.*