

TRANSMISSION OF SENSITIVE MATERIAL

Scope and Commencement

1. This directive sets out the new approved means of transmitting sensitive material between any part of EONI and any third party and between different EONI locations.
2. It supersedes any previous instructions on this subject which are hereby revoked.
3. This directive takes effect immediately.

Interpretation

4. For the purposes of this directive –

“Sensitive material” means any document or disc which contains the names and/or addresses of more than one individual and any one or more of the following, namely, their dates of birth, national insurance numbers, signatures or photographs (hard copy or digital image).”
5. It therefore includes the discs sent from HQ to Euclid and DWP, communications with Halarose where details of more than one individual are sent and hard copies ID card application forms and discs containing photographs sent by Area Electoral Offices to Euclid.

Means of Transmission

6. All sensitive material is to be sent in a tamper proof envelope by one of the following means –
 - An approved courier
 - Royal Mail “Special Delivery next day” service
 - Hand by an EONI staff member.
7. Where discs are sent other than by hand they must be encrypted.
8. In all cases a receipt must be obtained from the person to whom EONI pass the material i.e. the courier, Royal Mail or the individual to whom the material is handed.
9. Where sensitive material is sent by approved courier or Royal Mail a check must be made, no later than one working day after the anticipated delivery date, that the item has been received. A record of the check must be kept.
10. Where sensitive material is sent by approved courier or Royal Mail it must be in a tamper proof envelope bearing only the EONI PO Box as

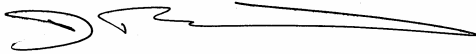
the return address. There must be nothing to indicate that it contains EONI material.

Apparent Loss of Sensitive Material

11. Any apparent loss or late delivery of sensitive material is to be reported immediately to the CEO.

Review

12. This directive will be varied, as required, in light of the various central Government reviews of the handling and transmission of sensitive data.
13. Any proposals to amend this directive should be submitted to the CEO.

A handwritten signature in black ink, consisting of a stylized initial 'S' followed by a long, horizontal, slightly wavy line.