



## Trinity Multi Academy Trust

### Procedure for the Secure Transfer of Data

Transferring data into or out of Trinity Multi Academy Trust systems needs to be done in a highly secure manner, to mitigate the risk of these data leaving our control. Due to the limited controls and the scope for human error, the use of email to transfer special categories of data is not the preferred practice. **The following procedures should be followed:**

#### 1. To transfer special categories of data

(Those containing medical, safeguarding, SEND, financial, ethical or religious information)

These methods are in order of preference to limit the risk of loss:

- Hand delivered, encrypted USB stick/device
- Office 365; One Drive (encrypted files)

Passwords must be agreed in advance, verbally or via text message.

- Hand delivered, physical copies

No highly sensitive special category data should be posted out of the Academies or other Trinity MAT establishment (if posted this must be via tracked mail following a Senior Leader's approval)

#### 2. Transfer of personal data

(Pupils, staff, governors)

- Office 365; One Drive; SharePoint (consider encrypting documents)
- Verbal
- Office 365; email (Attachments to be encrypted)
- Encrypted USB stick/device. If posted this must be via tracked mail.

If in doubt, please seek advice from the Data Protection Officer, Anne-Marie Holdsworth, (on Data Protection issues) or the Director of ICT and Data, Daniel Barlow/IT Helpdesk within your organisation (on technical issues).