

## Appendix 3: Encrypting Confidential Data when Sending via Email

All staff at BELMAS should encrypt highly confidential electronic data before attaching them to emails. Confidential data shall be at the discretion of the data processor.

Staff shall use the chart outlined below to identify data that belongs to the “confidential” and “highly confidential” categories.

### Unclassified Data

- Anonymised data
- Data agreed by data subjects to be put into the public domain
- Publicly available staff directories including work phone numbers, email addresses etc
- Simple list of names with no other data
- Information on individuals available through social network sites where information is provided on the condition that it will be in the public domain
- Final degree classification
- Dates of birth
- Information contained in an organisation’s annual report
- Information obtained from publicly available directories/ regulatory bodies e.g. Companies House/Charity Commission
- Information on an organisation’s external website

### Confidential Data

- Individuals age
- Home address, phone number
- List of member names alongside their member ID number
- References for members or staff
- Information relating to supply or procurement of goods/services prior to approved publication

### Highly Confidential Data

- Financial information regarding individuals, e.g. payment information (credit card details), bank account details, information about debts and member fees
- Information on the 9 protected characteristics of the Equality Act (age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation)
- Information on an individual's political opinion, other beliefs, mental health, physical health, ethnic origin, trade union membership, philosophical beliefs, genetic & biometric data or criminal record
- Individuals name **plus** their date of birth **or** national insurance number, passport details, home address and telephone number
- Passport details
- Attendance and academic progression information/ disciplinary information
- Legal advice and other information relating to legal action against or by BELMAS