

How do I ... Send Electronic Information Securely

Sharing information electronically can bring huge benefits. However, it is all too easy to send too much information, to forget protective markings, to send it to the wrong person or to not send the information securely. The following instructions should be followed to keep electronic information, particularly OFFICIAL-SENSITIVE information safe.

OFFICIAL

General correspondence may be sent by email without encryption to known recipients. If sending personal data first seek advice from your IAO whose details can be accessed from the '[IAO, DKIM or KIMS Group Representative List](#)'.

OFFICIAL-SENSITIVE (including sensitive personal information)

There are a number of methods that can be used to send OFFICIAL-SENSITIVE information securely.

1. Sending information to other secure networks

OFFICIAL-SENSITIVE information may be emailed without encryption to recipients on known secure networks such as those with the email address ending:

- @gov.wales
- @llyw.cymru (Welsh Government)
- @cjsm.net (Criminal Justice secure email)
- @*.Gov.UK (all UK Government and Local Authorities ending in .Gov.UK)
- @Gov.Scot
- @pnn.police.uk or @pnn.gov (Police)

For a list of secure Local Authorities and Government Departments see Annex A. If you are unsure whether the intended recipient is on a secure network, please consult the [Departmental Security Unit](#).

2. Sending large files to NHS Wales

Sending large files to NHS Wales must only be carried out via the NHS Secure File Share Portal (SFSP). Your Departmental Knowledge and Information Manager (DKIM) can assist whose details can be accessed from the '[IAO, DKIM or KIMS Group Representative List](#)'.

3. iShare Connect

Documents and large files can be shared externally in a secure way using iShare Connect which enables you to retain control of your shared documents through iShare. Individuals can be given different levels of permission so that they can view, download, edit and / or upload documents and make comments as appropriate.

Each department has staff members who can create, approve and manage Workspaces. To discuss whether iShare Connect is a suitable option then contact your [DKIM](#) or [Information and Records Management](#).

The following guidance provides further information on how to use iShare Connect:



5. Connect.obr

[Connect Guidance](#)

4. Encrypted Email - #Encrypt

When to encrypt email

#Encrypt can be used to send OFFICIAL-SENSITIVE information by email. However, #Encrypt should only be used for one off data transfers. Regular data transfers should be via iShare Connect.

How to encrypt an email

- Add the phrase #Encrypt or #Amgryptio anywhere in the subject line of your email.
- #Encrypt can be used for attachments up to 30Mb and replaces the need for Egress Switch. Attachments over 30Mb should be shared via iShare Connect (see section 3 above).
- #Encrypt will provide the recipient with instructions on how to access the email contents. Internal contacts will receive an unencrypted version of the email.
- ***Please note that #Encrypt only works with your personal gov.wales / llyw.cymru email account. It cannot be used to send information from or to a shared mailbox or generic e-mail address.***
- If you are unsure whether the intended recipient is on a secure network, please consult the Departmental Security Unit.

Before sending an email using #Encrypt make sure that:

- The subject line of the email and the start of message includes the OFFICIAL-SENSITIVE protective marking. Any handling instructions should also be included at the start of the email.
- Distribution lists are up-to-date.
- Double check the email addresses of recipients - have you correctly typed or selected the recipients' addresses?
- Large files (>10Mb) are compressed using software such as WinZip.
- personal data in the email is handled in line with the privacy notice provided.

Annex A - Local Authority and Government Department Domains

List last updated 11 March 2021

All UK Government and Local Authorities whose email domain ends in .Gov.UK (e.g. @CabinetOffice.Gov.UK) and .Gov.Scot are now secure to contact via standard email.

aberdeenshire.gov.uk	centralbedfordshire.gov.uk	forestfields.nottingham.sch.uk
adoptcymru.com	ceredigion.gov.uk	forest-heath.gov.uk
ambleside.nottingham.sch.uk	ceredigion.llyw.cymru	gcar-cgc.org.uk
amgen-cymru.com	charnwood.gov.uk	gla.gov.uk
anglesey.gov.uk	claremont.nottingham.sch.uk	gladehill.nottingham.sch.uk
angliarevenues.gov.uk	clearsprings.co.uk	gloucestershire.gov.uk
angus.gov.uk	cllr.norwich.gov.uk	gov.wales
archwilio.cymru	cluster2security.gov.uk	greenfields.nottingham.sch.uk
arfordirpenfro.org.uk	conwy.gov.uk	gwent.pnn.police.uk
ashford.gov.uk	crabtreefarm.nottingham.sch.uk	gwynedd.gov.uk
aspirelearningpartnership.com	cscjes.org.uk	gwynedd.llyw.cymru
assembly.wales	cynulliad.cymru	gyrfacymru.com
audit.wales	dartford.gov.uk	hafod.org.uk
beacons-npa.gov.uk	dbi.gov.uk	hambleton.gov.uk
bentinck.nottingham.sch.uk	decymru-tan.gov.uk	harrow.gov.uk
berridge.nottingham.sch.uk	denbighshire.gov.uk	hart.gov.uk
bexley.gov.uk	devonbuildingcontrol.gov.uk	haydn.nottingham.sch.uk
biometricscommissioner.org.uk	digital.ncsc.gov.uk	heathfield.nottingham.sch.uk
blaenau-gwent.gov.uk	dlc.nottingham.sch.uk	hempshillhall.nottingham.sch.uk
bourne-mouth.gov.uk	dmip.independent.gov.uk	henrywhipple.nottingham.sch.uk
brent.gov.uk	dorsetcc.gov.uk	hhe.nottingham.sch.uk
bridgend.gov.uk	dovecote.nottingham.sch.uk	highbank.nottingham.sch.uk
brighton-hove.gov.uk	dudley.gov.uk	hillingdon.gov.uk
brocklewood.nottingham.sch.uk	dunkirk.nottingham.sch.uk	hmicfrs.gov.uk
bromorgannwg.gov.uk	dvsa.gov.uk	iasc.independent.gov.uk
bsm.nottingham.sch.uk	dwp.gov.uk	iicsa.independent.gov.uk
bucksc.gov.uk	dyfed-powys.pnn.police.uk	inverclyde.gov.uk
burford.nottingham.sch.uk	eastdevon.gov.uk	ipco.org.uk
burystedmunds-tc.gov.uk	eastlothian.gov.uk	ipt.independent.gov.uk
cadwyn.co.uk	edale-rise.nottingham.sch.uk	judicialappointments.gov.uk
caerdydd.gov.uk	edu.clacks.gov.uk	judicialconduct.gov.uk
caerphilly.gov.uk	eelga.gov.uk	judicialombudsman.gov.uk
caerffili.gov.uk	ejudiciary.net	justice.gov.uk
cantrell.nottingham.sch.uk	ewc.wales	kentconnects.gov.uk
cardiff.gov.uk	exeter.gov.uk	kent.gov.uk
cardiffcu.com	expertpanel.gov.uk	landregistry.gov.uk
cardiffcu.co.uk	extremismcommission.independ	lawcommission.gov.uk
cardiffcreditunion.com	ent.gov.uk	lewisham.gov.uk
cardiffcreditunion.co.uk	falkirk.gov.uk	lincoln.gov.uk
cardiffwomensaid.org.uk	fife.gov.uk	links.cscjes.org.uk
careerswales.com	firecontrol-bridgend.gov.wales	llyw.cymru
carmarthenshire.gov.uk	Flinterfostering.org.uk	mawwfire.gov.uk
carrington.nottingham.sch.uk	flintshire.gov.uk	melbury.nottingham.sch.uk
cavc.ac.uk	forensicscienceregulator.gov.uk	mellers.nottingham.sch.uk

Last Updated: March 2021

merthyr.gov.uk
middlesbrough.notttingham.sch.uk
milford-academy.org.uk
milford.notttingham.sch.uk
modernslaveryactreview.indepen-
dent.gov.uk
monmouthshire.gov.uk
myrosehill.org.uk
ncsc.gov.uk
neath-porttalbot.gov.uk
nethergate.notttingham.sch.uk
newport.gov.uk
nhs.net
npt.gov.uk
nwales-fireservice.org.uk
nwc-reps.org.uk
n-kesteven.gov.uk
norfolk.gov.uk
north-ayrshire.gov.uk
north-norfolk.gov.uk
northumberland.gov.uk
norwich.gov.uk
nottinghamschools.co.uk
nthwales.pnn.police.uk
n-somerset.gov.uk
nurseryschool.notttingham.sch.u
k
nwleicestershire.gov.uk
oldbasford.notttingham.sch.uk
ourladyops.notttingham.sch.uk
pembrokeshire.gov.uk
pembrokeshirecoast.org.uk
plymouth.gov.uk
poole.gov.uk
powys.gov.uk
ppo.gov.uk
purbeck-dc.gov.uk
rctcbc.gov.uk
rctpensions.org.uk
ready-homes.com
redbridge.gov.uk
renfrewshire.gov.uk
rheolitan-
penybontarogwr.llyw.cymru
rhondda-cynon- Taf.gov.uk
risepark.notttingham.sch.uk
robertshaw.notttingham.sch.uk
robinhood.notttingham.sch.uk
rochdale.gov.uk
rosehill.notttingham.sch.uk
rosslyn.notttingham.sch.uk
rufford.notttingham.sch.uk
saferwales.com
sccommissioner.gov.uk

scottholme.notttingham.sch.uk
secure.eastlindsey.gov.uk
secure.havant.gov.uk
secure.nottscc.gov.uk
seely.notttingham.sch.uk
senedd.cymru
shetland.gov.uk
sia.gov.uk
sirddinbych.gov.uk
sirgar.gov.uk
Siryfflint.gov.uk
smca.notttingham.sch.uk
snapewood.notttingham.sch.uk
sneinton.notttingham.sch.uk
socialservicesblaenau-
gwent.caerphilly.gov.uk
south-wales.pnn.police.uk
south-wales.police.uk
southglade.notttingham.sch.uk
southwales-fire.gov.uk
southwold.notttingham.sch.uk
srswales.com
ssro.gov.uk
stanstead.notttingham.sch.uk
st-
augustines.notttingham.sch.uk
stedmundsbury.gov.uk
sthelens.gov.uk
strata.solutions
st-teresas.notttingham.sch.uk
surreycountycouncil.gov.uk
surreyheath.gov.uk
swansea.gov.uk
taffhousing.co.uk
tancgc.gov.uk
teignbridge.gov.uk
torbay.gov.uk
torfaen.gov.uk
tst.nhs.uk
ucpinquiry.org.uk
uhb.nhs.uk
ulc.notttingham.sch.uk
unitedwelsh.com
valeofglamorgan.gov.uk
wales.nhs.uk
walterhalls.notttingham.sch.uk
wao.gov.uk
wealden.gov.uk
westbury.notttingham.sch.uk
westernbayadoption.org
westglade.notttingham.sch.uk
west-lindsey.gov.uk
westsuffolk.gov.uk

whitemoor.notttingham.sch.uk
williambooth.notttingham.sch.uk
wlga.gov.uk
workinglinkssecure.co.uk
wra.gov.wales
wreccsam.gov.uk
wrexham.gov.uk
wwha.co.uk
yjb.gov.uk
ynysmon.gov.uk