



UHM emails = @uhnm.nhs.uk

University Hospitals of North Midlands



NHS Trust

Sending Emails Safely

Every time you send an email containing identifiable data —THINK!



Do I *really* need to send identifiable data?

- ? Could you use **anonymised** data instead?
- ? Could you use **pseudonymised** data instead?(i.e use a code to instead of the identifiable data)
- ? Does the recipient **really need** identifiable data?
- ? Can you **justify** sending it? Who is receiving it? Should they have it? What are they going to do with it? How are they going to store it? Who will see it?

REMEMBER : Only people in the **direct care team** should receive identifiable data unless there is patient consent or legal justification



Am I sending it securely?

- ? Is the email address **correct/secure**?
- ? Have you **justified** or gained consent to send identifiable data?
- ? Have you made sure you only have the **minimum** amount of data needed? Don't provide everything just because it's easier unless you need to.
- ? **WHO? HOW? WHY?** There are a few different ways to send a secure email:

Check the Data Protection policy or contact IG if you are not sure.

UHMN colleagues
 Justify the purpose and use the minimum data.
 Use your Outlook account to email UHMN colleagues with a @uhnm.nhs.uk address.
 You can use your Outlook address to email between the Royal Stoke and County sites

Selected local NHS Trusts
 Addresses ending in:
 @staffordshirecss.nhs.uk
 @stoke.nhs.uk
 @northstaffs.nhs.uk
 @ssotp.nhs.uk
 The above are secure if sent from your Outlook (@UHMN) address.
 We are part of the Community Of Interested Networks ("COIN")

From UHMN to other Trusts or organisations who aren't on the COIN
 Use **NHSmal** to **encrypt**. This isn't your Outlook account, it's a separate address that ends "@nhs.net"
 To register for NHSmal go to www.nhs.net
 Must send from @nhs.net to @nhs.net **OR** type [Secure] (including square brackets) as 1st word in the subject box if sending from @nhs.net to @other accounts.
 If emailing police, social services, government depts, refer to Data Protection policy or contact IG for advice

