

## Royal College of Occupational Therapists

### Some Data Protection Do's and Don'ts

1. When sending emails to multiple recipients do use the Blind Carbon Copy (BCC) field – this ensures that email addresses are not shared. This is particularly important for external emails.
2. CC'ing branch (*note branches include Specialist Sections and Regional Groups*) committee members in is acceptable for internal emails within the group, in certain circumstances e.g. when group comments are required, provided they have all supplied their email address for that purpose (i.e. branch communication).
3. When sending communications to people external to the branch committee, use a new blank email - this ensures that email trails, potentially with confidential information are not forwarded.
4. Seek permission in writing to share any personal details with anyone external to the branch committee – e.g. when networking ask if both parties are happy to have their details shared. Send emails via the your branch's inbox – unless communicating with committee members, please do not use personal emails
5. Do not store any personal information for any longer than is needed. Securely delete all information **immediately** it is no longer required.
6. Do not store any personal information that is not needed for a specific reason.
7. Do not pass any personal information to any external company or organisation.
8. Do not hold mailing lists – the only personal information that should be held by a regional committee is that of the committee. If in doubt, contact Stacey Abraham or Louise Cusack.

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