

Guidance for sharing personal Information by POST

Confirm the name, department and address of the recipient.

Seal the information in a robust envelope.

Mark the envelope "Private and Confidential- To be opened by Addressee Only."

When appropriate, send the information by Recorded Delivery.

When necessary, ask the recipient to confirm receipt.

This Guidance relates to Data Protection Principles 6 and 7 and Caldicott Principle 4