



Guidance on Sending Data

- All data sent should be encrypted and password protected
- The password for this document needs to be obtained via a different channel in case an email account is compromised
- This should be done as listed below
- ISCs, IOs, TL and external partners to communicate with the evaluation team whether they are sending or receiving the data to obtain or pass on the password
- Please communicate with the point of contact in the evaluation team for your county first and if unavailable please try the others in the evaluation team as they will be able to help

Evaluation Team can be reached by emailing <u>evaluation.nssw@plymouth.ac.uk</u>, then a Teams/Zoom meeting can be set up.

If sending by post. Use signed for delivery service, this will be refunded to you. When sending please email across tracking details, description of what was sent and when we should expect to receive it.

Guidance on using Google Docs:

You can send document to us via Google Docs, these have to be password protected and the password communicated to us as above

Evaluation Team Lead: Rob Hart, robert.hart-1@plymouth.ac.uk

Evaluation Team generic email: evaluation.nssw@plymouth.ac.uk

How to password protect and encrypt an Office document

- Click the 'File' tab in your document
- Select the 'Protect Document' option

$\overline{\mathbf{e}}$	
Info	Info
New	Protect Document
Open Save	Protect Document -
Save As	
Save as Adobe PDF	InSPECT LOCUMENT Before publishing this file, be aware that it contains: Deck for Document properties and author's name
Print	issues * ■ Headers
Share Export	Manage Document Check in, check out, and recover unsaved changes.
Close	Manage Document There are no unsaved changes.
Account	
Options	

• From the drop down list choose 'Encrypt with password'







- **Choose a password** for your document something that can't be guessed easily!
- Click 'OK' and **re-enter your password.**
- To ensure the changes take effect now **SAVE** your document.
- Check your document is locked before emailing

Password: Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list o passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)	incippe the contents of this file	
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