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 evaluation.nssw@plymouth.ac.uk, 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:

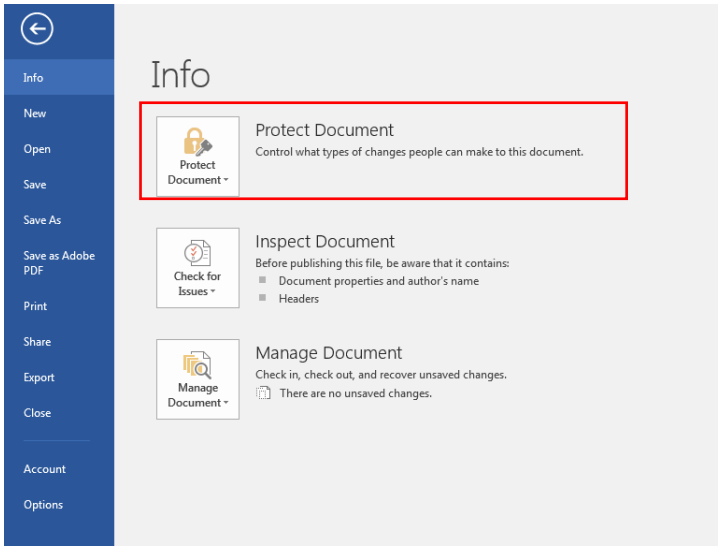
You can send document to us via Google Docs, these have to be password protected and the password communicated to us as above

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

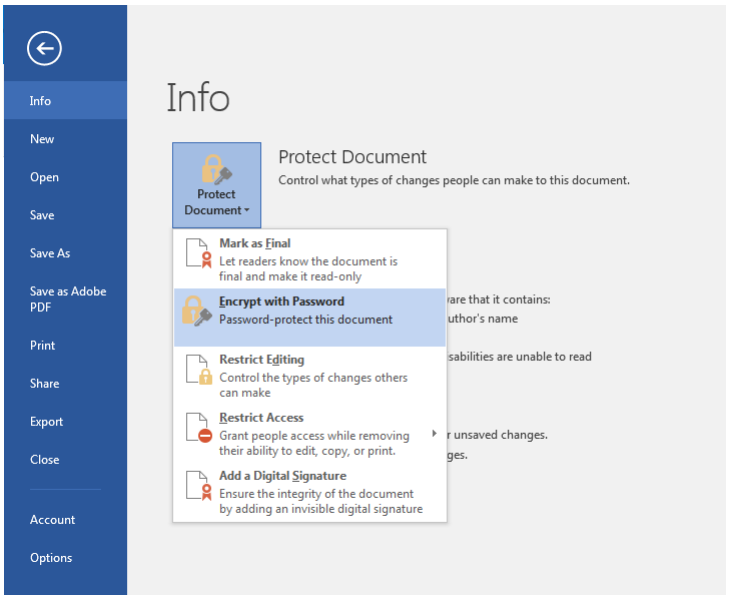
Evaluation Team generic email: evaluation.nssw@plymouth.ac.uk

How to password protect and encrypt an Office document

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



- 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