

## **Secure Data Transfer via Secure Upload, Secure Email & Teacher Centre Messaging**

Schools have recently received guidance to help with making decisions on sharing pupil data, particularly with external companies providing web-based services. One aspect of sharing data is how to transfer it securely to minimise the risk of disclosure to unauthorised parties – here are some key points to consider before doing this:

- **Secure upload** facilities are often provided by external bodies / companies providing web-based services. The school Data Controller (Headteacher) must be satisfied that these facilities are effective before using them eg. FFT Aspire.
- **Normal school email addresses are not secure** eg. office@.... and should not be used to send pupil data outside of the Powys secure email environment. If you receive a Powys secure email you are alerted to it via normal email but must log-in to read the message and access any attachments. The only way to send a secure message back is to reply while still logged-in to the secure environment. Once in the secure email environment (ie. 'logged-in') you can send a secure email to other users providing you have added them to your contact list here.
- **'Teacher Centre' Messaging** is an easy to use alternative to secure email for data being sent to any other 'Teacher Centre' user at Powys County Council or in schools using 'Teacher Centre' MIS in Powys, Ceredigion or Carmarthenshire. This application allows much larger attachments to be sent than by secure email but to use it you must know the Teacher Centre user-name of your recipient(s). Full guidance on using Teacher Centre Messaging is available from Chris Cooper at [chrisc@powys.gov.uk](mailto:chrisc@powys.gov.uk)