Transporting Information/Secure Data in Transit

If you are taking sensitive or confidential information with you in non-electric (paper) records you must:

* Make sure that there is no other option available to you
* Never take the only copy with you if it is practical to make and retain a duplicate.
* You must assess the impact of loss of the original and make a copy if that impact is unacceptable.
* Take only as much as necessary and only for as long as necessary.
* Transfer it back to its normally secure location as soon as possible.

Take all reasonable precautions to keep the records safe and secure:

* Keep them with you whenever possible
* Use a suitable container that prevents accidental loss and/or viewing by others
* Never leave them in plain sight in public places.
* Report loss/theft immediately.
* Never leave in the car.
* When not in use keep in a locked filing cabinet if possible.

**‘Common Sense’ Precautions**

There are some ‘common sense’ precautions that you can take before taking sensitive or confidential data outside of their normally secure location, these are:

* Check that you are not taking more detail than is necessary i.e. will the information still meet the need if you remove the sensitive material or aggregate the data?
* Check that the data you are taking are correct and appropriate.
* Check that you are sending the data to the correct person/address.
* Check how you intend to keep it secure.

It is your responsibility to ensure that you use a method and degree of security appropriate to the sensitivity, quantity and potential impact of the data being handled.