Classify the data

Ensure that the data created and received by your department or unit is classified according to the University's Data Classification Scheme so you can easily determine the level of security required.

Use email with caution

Email is not a secure method of transferring information. Although email sent between our *@queensu.ca* email addresses is encrypted, an email message can be inadvertently misaddressed and sent to the wrong individual. If you must use email to transfer personal, restricted or confidential information, put the information in an attachment and encrypt the attachment (see http://www.queensu.ca/its/security/encryption-service/tutorials/encrypt-protect-documents).

When emailing personal, restricted or confidential information externally to a non-*@queensu.ca* email address, the information ____ be encrypted as we have no ability to know whether the recipient's email service is encrypted in transit, or whether the recipient is opening the email on an encrypted device.

With an individual's prior consent, you may email the individual's own personal information, but be sure to inform the individual of the potential privacy risks.

For more information about email, see the Fact Sheet on Using and Managing Email.

Train regularly

Distribute this fact sheet widely to all staff and faculty with responsibility for handling restricted, confidential and personal information.

Incorporate this information into your regular training for all faculty and staff, including volunteers and students employed by Queen's.

Repeat your