

# Where you must use FileDrop

## Guidance for Staff

This guidance note sets out where FileDrop must be used for the transfer of confidential data, even within the School. For guidance on how to use FileDrop, follow this link: [FileDrop](#)

### FileDrop must be used for:

- Transfer of personal identifiable data like passports, driver's licences, etc. In other words, the sort of data that could easily be used for identity fraud.
- Transfer of bulk privacy data, e.g. large microdata sets
- Transfer of special category information e.g. medical notes, sickness records

If in doubt, send via FileDrop.

### Why use FileDrop for this data?

FileDrop transfers personal data securely, and to only the person you are sending it to. If you transfer personal data via email, it is like sending it on a postcard. This can be intercepted. By using FileDrop, you are using a much more secure route for transferring this data.

## Review schedule

Review interval	Next review due by	Next review start
3 years	30/06/2025	1/06/2025

## Version history

Version	Date	Approved by	Notes
1	07/06/2019		
1.1	05/07/2022	Information Governance Management Board	No changes since last review

## Contacts

Position	Name	Email	Notes
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## Communications and Training

Will this document be publicised through Internal Communications?	Yes/ No
Will training needs arise from this policy	Yes/ No
If Yes, please give details	