

Physical mail (Confidential) Policy

1. Purpose

- 1.1 This document sets out The London School of Economics and Political Science ("the School")'s policy on the handling of confidential physical mail.
- 1.2 If you have any questions relating to this policy please contact the School's Records Manager, Rachael Maguire, r.e.maguire@lse.ac.uk.

2. Background To This Policy

- 2.1 The new Data Protection legislation applies to physical as well as electronic records.
- 2.2 This means that physical mail which is confidential should only be opened by the individual it is addressed to. It would be a data protection breach for another staff member to open what is likely to contain personal data without the permission of that individual.
- 2.3 Definitions of terms used in this policy:
 - 2.3.1 'Data Protection legislation' means the General Data Protection Regulation and new Data Protection Act.
 - 2.3.2 'Physical mail' is any internal or external correspondence in paper form.

3. Policy

- 3.1 Physical mail marked 'confidential' or 'private' or 'addressee only' are to be given to the individual it is addressed to for opening.
- 3.2 Staff or students may give a third party permission to open the mail. This should be in writing.
- 3.3 Physical mail should be marked with 'confidential' or 'private' or 'addressee only' so that third parties can identify mail that should not be opened.

4. Responsibilities

- 4.1 All staff and students should not open the physical mail addressed to another individual without permission.
- 4.2 Staff and students that are happy for physical mail to be opened by a third party should give that third party written permission.
- 4.2. All staff and students sending confidential physical mail should mark it with 'confidential' or 'private' or 'addressee only'.

5. Compliance, Policy Awareness and Disciplinary Procedures

- 5.1 Any breach of this policy will be handled in accordance with all relevant School policies and the appropriate disciplinary policies.

Review schedule

Review interval	Next review due by	Next review start
5 years	26 March 2023	26 February 2023

Version history

Version	Date	Approved by	Notes
1.0	26/3/2018	Information Governance Committee	

Contacts

Position	Name	Email	Notes
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Communications and Training

Will this document be publicised through Internal Communications?	TBC
Will training needs arise from this policy	TBC
If Yes, please give details	