

# Physical mail (Confidential)

## 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](mailto: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 UK General Data Protection Regulation and Data Protection Act 2018.
  - 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 2028	26 February 2028

## Version history

Version	Date	Approved by	Notes
1.0	26/3/2018	Information Governance Committee	
1.1	18/5/2023	Information Governance Management Board	Minor changes

## Contacts

Position	Name	Email	Notes
Records Manager	Rachael Maguire	<a href="mailto:r.e.maguire@lse.ac.uk">r.e.maguire@lse.ac.uk</a>	Author

## Communications and Training

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