

## Instruction for all staff

We are required to implement the following actions;

1. Managers must ensure that all staff - including temporary staff - have read, signed and understood the council's Data Protection Policy dated 20/12/13 and save a copy of the signed declaration on their personnel file
2. Managers must ensure that all of their staff follow [the Council's Sending Information by Email](#) quick guide when sending information by email
3. Managers must ensure that peer checking procedures are implemented when sending bulk emails to a distribution list. (i.e. Distribution lists that include non DCC contact information must be sent as a blind copy not in the 'to or cc' format)

Therefore, please can;

- all staff ensure you complete items 1 and 2 and confirm this to your manager
- all managers ensure you raise this at your next team meetings, at 121s and ensure the above three actions have been complied with within your area of responsibility by 31 October 2015

**This is a formal instruction to all staff** and I will seek confirmation that this instruction has been complied with in due course. Therefore, if you need further advice, please contact me sooner rather than later.

Many thanks in advance for your cooperation.

Laura Gadd  
Performance Manager