

## CKMP transition housekeeping for sensitive documents

In line with BrisDoc's code of expectations and code of confidentiality - please review and comply with the following request to delete any commercially sensitive or proprietary information belonging to BrisDoc that you have stored before the 1<sup>st</sup> July 2023.

### What is classed as commercially sensitive or proprietary information?

This could include a broad range of things but primarily we would ask you to focus on any content relating to:

- BrisDoc Bid Information (both from 2022 & 2018)
- Financial information connected to BrisDoc
- Sensitive staff personal information

### Where should I search for this information?

- NHSMail emails
- OneDrive Documents
- Personal/Shared- folders
- Personal home folders
- Download folder

### Hints and Tips

- When you delete an email from your inbox it will still be stored in your deleted folder – to avoid this, we recommend pressing **Shift + Delete together** to skip the deleted folder and go straight to permanent deletion.
- An easy way to locate sensitive documents or find files that you were unaware of is to use the search function in Outlook or File Explorer. Search for keywords that would be relatively unique to the category of documents you would be looking for. You can also try filtering your search by “has attachment” as many of these sensitive emails are likely to contain attachment.
- Finally, your NHSmail account has a Microsoft OneDrive connected to it which will have automatically saved copies of your email attachments to it. You can view this by visiting <https://nhs-my.sharepoint.com/> in a browser – if asked to, you will need to log in using your NHSmail login.

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We thank you for your support. If you are having any difficulties deciding if information is deemed sensitive or not, please contact Caroline Stovell. Alternatively, if you need any technical support, please contact the BrisDoc Digital Team via [digital@brisdod.org](mailto:digital@brisdod.org).