

# Guidance for sharing personal information by **POST**

**Confirm the name, department and address of the recipient.**

**When necessary, ask the recipient to confirm receipt.**

**This Guidance relates to Data Protection Principles 6 and 7 and Caldicott Principle 4**

**Seal the information in a robust envelope.**

**When appropriate send the information by Recorded Delivery.**

**Mark the envelope 'Private and Confidential – To be opened by Addressee Only.'**