

STOP. CHECK. SEND.

EMAIL SAFEGUARDS ESSENTIALS

In the last 6 months, 58% of reported incidents were email-related - and 45% of those were due to BCC failures.

100% were preventable with basic checks.

KEY INSIGHT

COMMON ISSUE

Unintended disclosure of personal information through email due to gaps in administrative best practice

WHEN TO USE

Before you click send on your emails.

WHY THIS MATTERS

Unintended disclosure of personal information may constitute a breach of privacy legislation. Simple checks can significantly reduce risk.

RECOMMENDED SAFEGUARDS

Don't forget to look at our How-to videos on the recommended safeguards!

1. Address emails correctly

- Check recipients carefully - auto-fill can send to the wrong person
- Disable auto-populate where possible
- Use reply or trusted sources instead of manual entry

2. Use BCC appropriately

- Announcements or invitations to students or staff
- Seminar or workshop invitations
- Contacting external research participants
- Updates to job applicants
- Alumni communications (events or campaigns)

3. Final check before sending

- Review the full email chain - remove any irrelevant personal information
- Use a delayed send (2-5 mins) to catch errors