

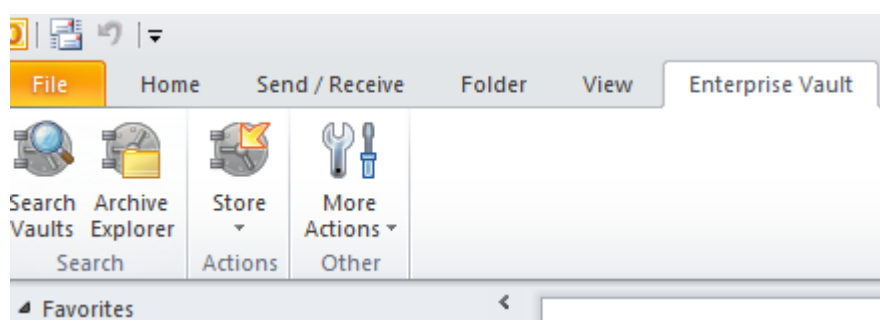
## **Personal Data held in Email**

If there is any personal data prepare identify and mark them for disclosure. For electronic search terms, you should include first and last name of requester, and any known nicknames or abbreviations. Personal Data of the requestor must not be deleted or amended after this request has been received.

Please ensure that you check all mailbox folders - enterprise vault and any home and shared drives where any emails may have been saved. Details on accessing the archive is given below.

## **Accessing the email Archive**

Please note that to ensure effective searches of the enterprise vault the Enterprise Vault screen shown at the top of the outlook screen should be used as shown below.



## **Exemptions from disclosing the information**

There are some documents that can be legitimately excluded from the disclosure. Exemptions apply in certain circumstances in relation to the nature of the personal data, or where the disclosure may cause prejudice to a part or function of the Trust. There must be a “substantial chance” of prejudice, not a “mere risk”.

If you identify any information within the scope of this SAR, and believe that disclosure warrants an exemption, include these in the disclosure bundle anyway and let me know which exemption you are relying on and cite your reasons.

The exemptions usually are:

- Management Planning and forecasting
- Confidential references
- Settlement Negotiations
- Legal Advice / Proceedings.

Can you please provide the requested information to: [dpo@birminghamchildrenstrust.co.uk](mailto:dpo@birminghamchildrenstrust.co.uk)