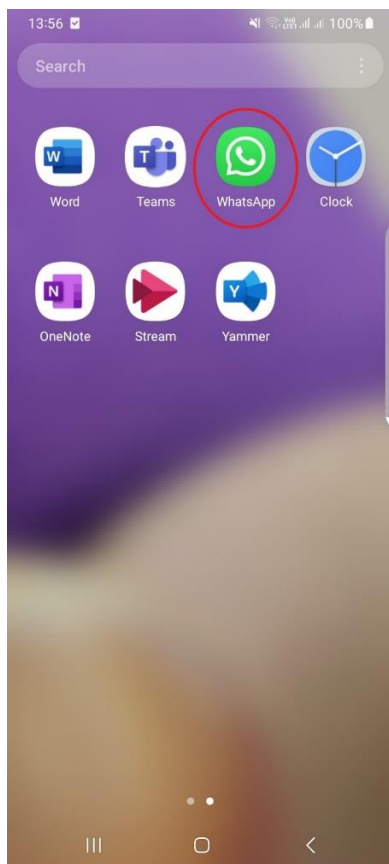
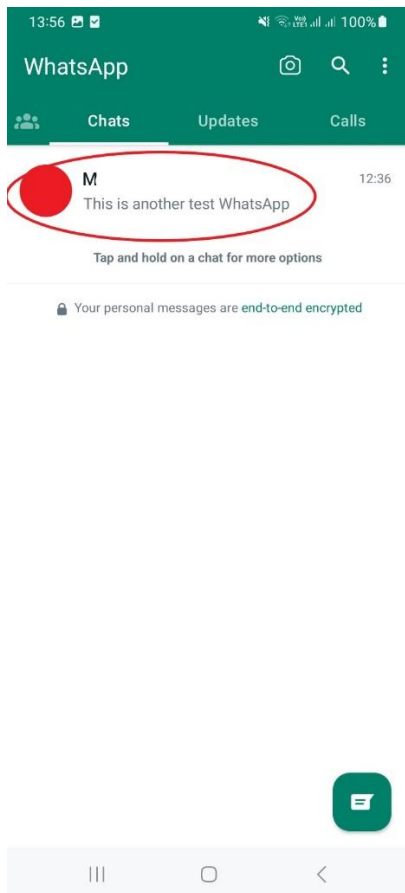


How to export a WhatsApp conversation:

Open the WhatsApp application on your Trust-issued device.

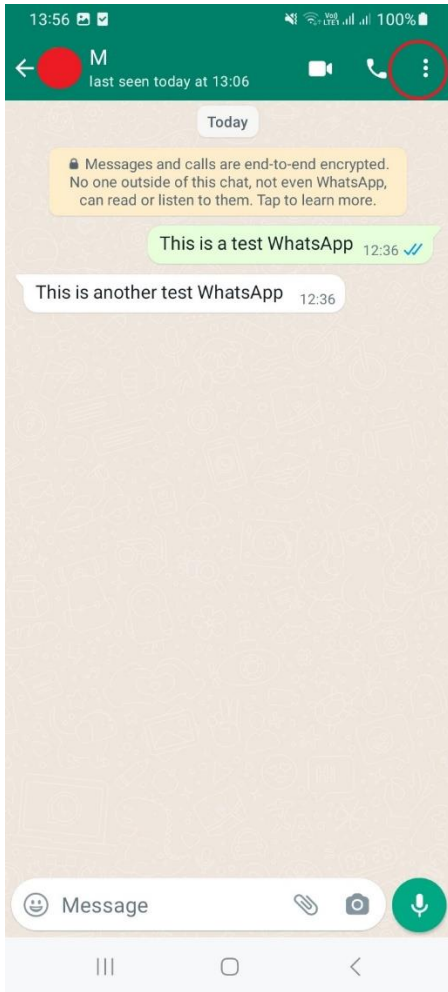


You should then see a list of all your available WhatsApp chats.



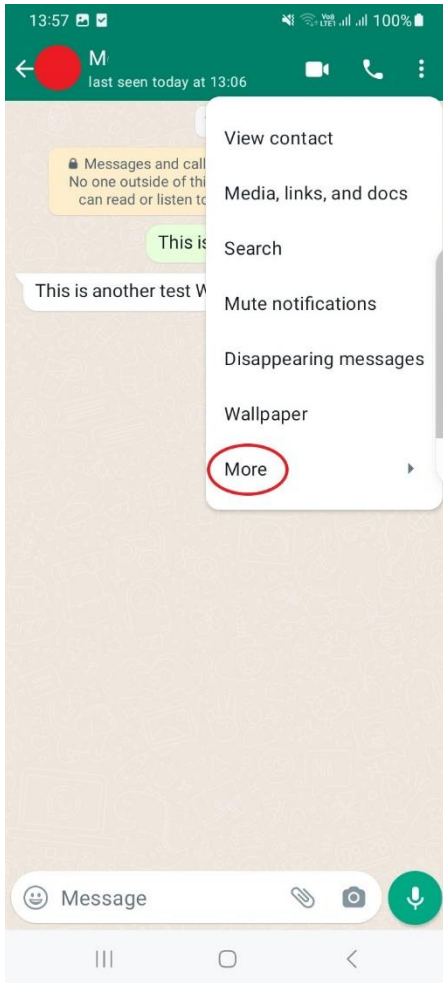
Locate and open the conversation between yourself and the first name you have been given:

This will open the conversation and make it visible.
Select the three dots in the top right corner of the screen.



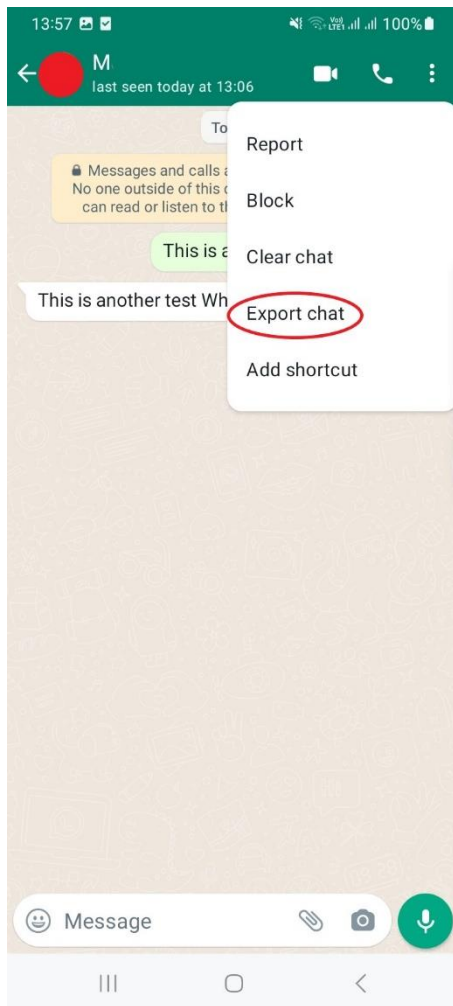
This will bring up a menu.

Select 'More' at the bottom of the list.



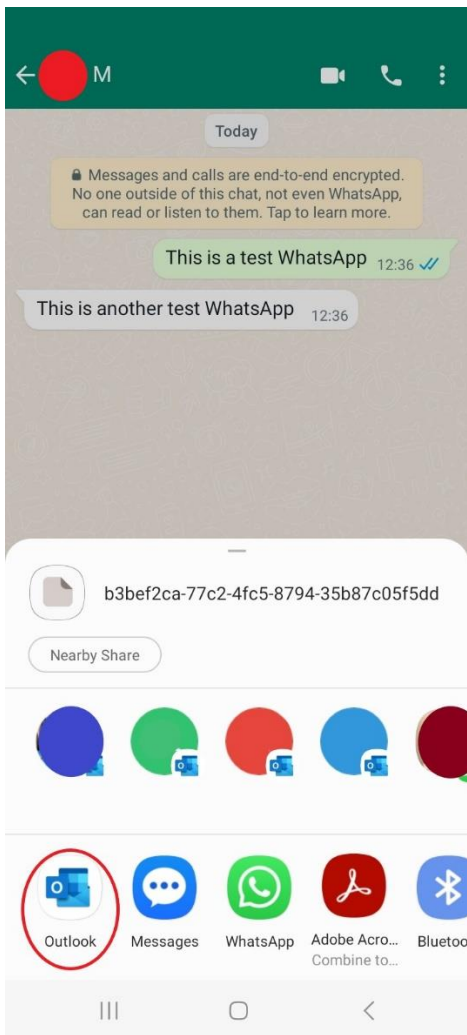
This will bring up a second menu.

Select 'Export chat' from this list.



Options will appear at the bottom of the screen for where to export the chat to.

Select 'Outlook.'

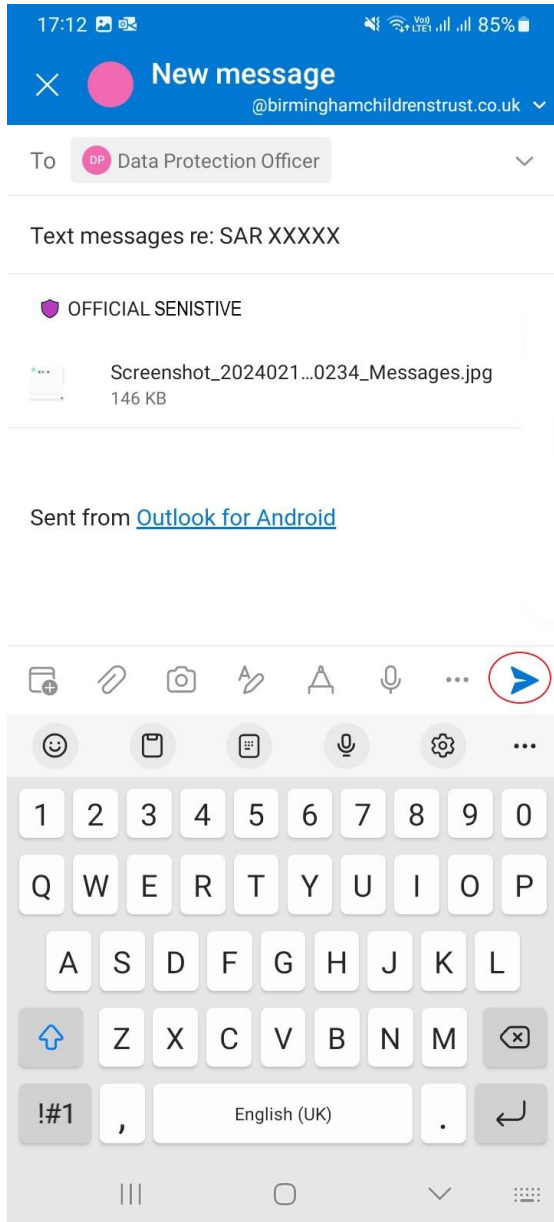


Your device should then open an Outlook email with the text file for the chat as an attachment.

In the 'To:' field put your OWN email address.
Double check you have the correct email address.

Set the sensitivity to 'Official Sensitive.'

Click the blue right pointing arrow to send the email.



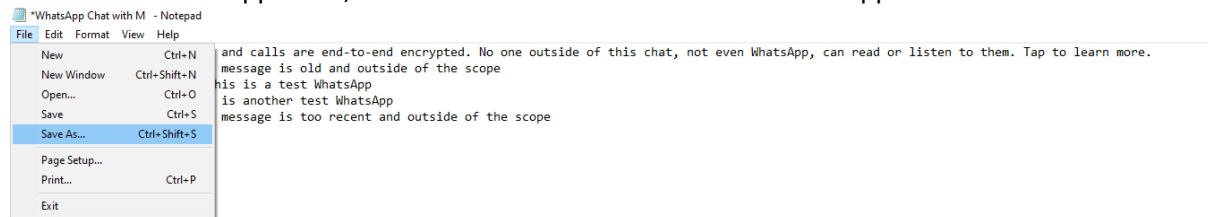
You should then receive this as an email.

The following will be easiest if you open the email that you have sent yourself on your Trust issued laptop.

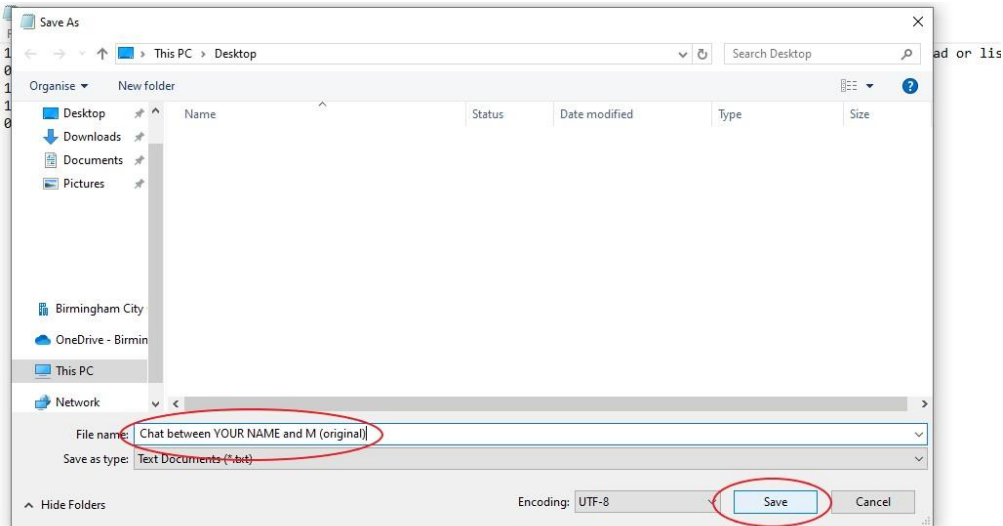
Locate the email in your inbox and open the .txt file attachment.



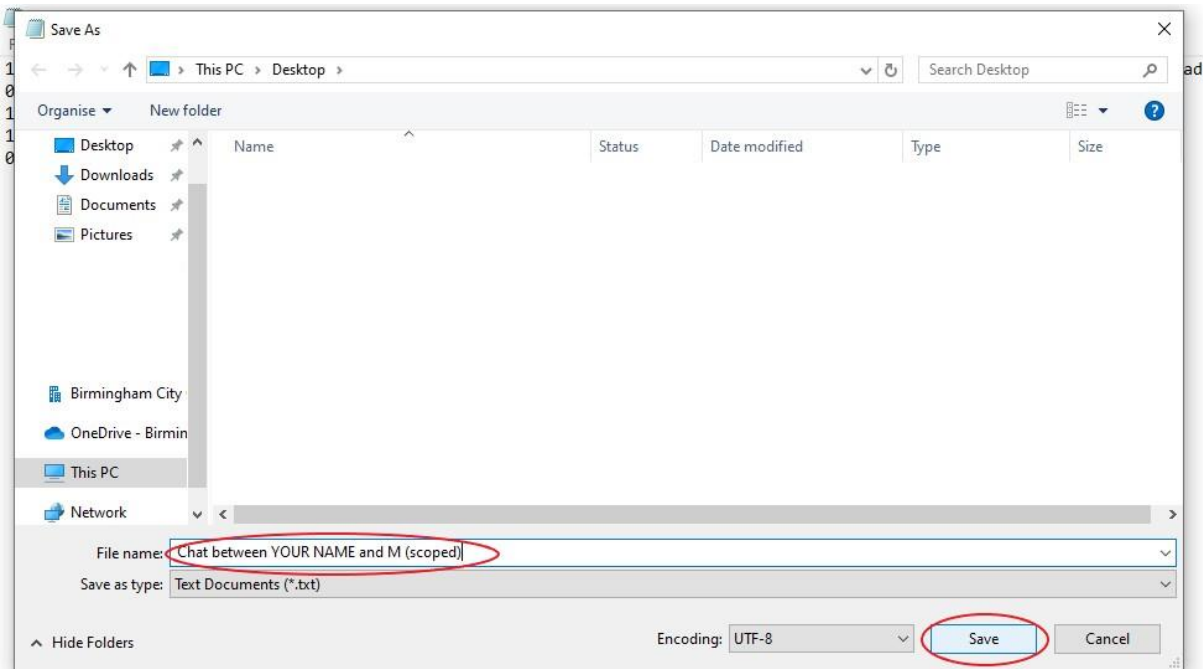
You will need to save two versions of the chat – the original, and the scoped down version. First save the original version to your machine. Select 'File' in the upper left, and then 'Save As...' from the menu that appears.



Then name the file using the naming convention 'Chat between YOUR NAME and THEIR NAME (original)'. Select the 'Save' button.



Now you need to save a second version of the text file that you will edit. Follow the steps above by selecting 'File' then 'Save As...'
This time name the file using the naming convention 'Chat between YOUR NAME and THEIR NAME (scoped)'. Select the 'Save' button.



Locate the earliest message line present in the date range from the scope, and delete from your document all messages prior to this by highlighting them all, and pressing the delete button.

```
Chat between YOUR NAME and M (scoped) - Notepad
File Edit Format View Help
14/02/2024, 12:36 - Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them. Tap to learn more.
01/01/2008, 00:01 - Me: This message is old and outside of the scope
14/02/2024, 12:36 - M: This is a test WhatsApp
14/02/2024, 12:36 - Me: This is another test WhatsApp
01/01/2025, 23:59 - Me: This message is too recent and outside of the scope
```

Locate the latest message line present in the date range from the scope, and delete from your document all messages prior to this by highlighting them all, and pressing the delete button.

```
*Chat between YOUR NAME and M (scoped) - Notepad
File Edit Format View Help
14/02/2024, 12:36 - M: This is a test WhatsApp
14/02/2024, 12:36 - Me: This is another test WhatsApp
01/01/2025, 23:59 - Me: This message is too recent and outside of the scope
```

With the remaining message lines, please delete any messages or information that are NOT within the scope of the search. Delete any messages that do not mention the requester.

You should be left only with messages that directly mention the requester's name, or where the requester is the focus of the message.

Select 'File' and 'Save' to save your changes to the scoped the .txt file.

Repeat the above steps for WhatsApp conversations between yourself and all other names on the list (you may end up sending multiple emails).

Please also include any 'group chats' that include both yourself and any others from the above list.

Once you have done this, please attach BOTH .txt files (original) and (scoped) for each conversation to an email and email them to DPO@birminghamchildrenstrust.co.uk.

Please note: please do not send exported conversations from any of your personal devices – they do not fall within the scope of the request. Please send information held on Trust-issued devices only.

If you do not have any WhatsApp conversations that mention the requester whatsoever, then please let us know immediately.