



## Changes to Operation Encompass Notifications

Surrey and Sussex Police will be changing the way it shares Operation Encompass notifications with education establishments. In order to comply with governance around the sharing of personal data, notifications will be sent via an encrypted zip file which will require a unique password to open. For each notification two emails will be generated, one containing the encrypted file and the other a unique password to unprotect the document.

### **Why are the changes being made?**

Guidance from The Information Commissioner's Office (ICO) and force policy recommends that all personal data shared outside of the organisation should be sent encrypted to maintain the integrity

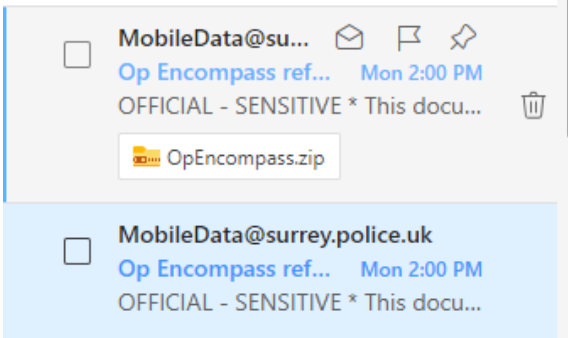
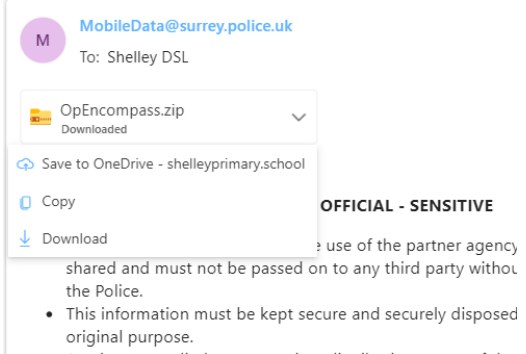
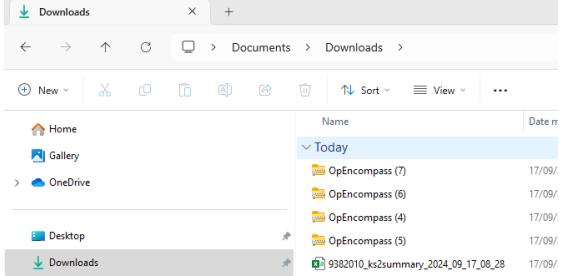
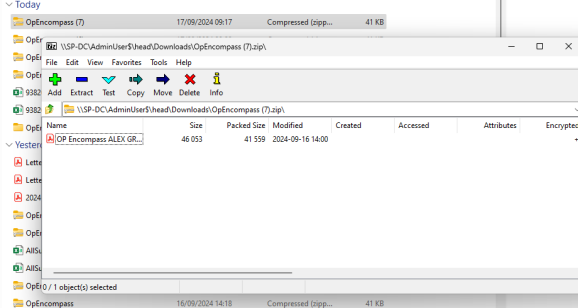
### **What action is required?**

In preparation for the changes we are asking DSL leads to contact their IT departments to make them aware of these changes and advise them of the requirements below:

- Emails will be sent via the submitting Officer's email address. E.g. joseph.bloggs@sussex.police.uk or joseph.bloggs@surrey.police.uk.
- To access the encrypted files using the password, computers will need software which will open password encrypted zip files, such as 7-Zip. These applications are widely used by many organisations worldwide. The Windows extract function will NOT open these documents.

Due to the number of educational establishments across Surrey and Sussex we are unable to provide individual technical support for bespoke systems, however if you would like to test your IT systems in preparation please contact [mobiledata@surrey.police.uk](mailto:mobiledata@surrey.police.uk)

How to open the document once software is downloaded;

Instructions	Guiding Images
<p>Two emails will be received</p> <ol style="list-style-type: none"> <li>1. Zip file</li> <li>2. Password</li> </ol>	
<ol style="list-style-type: none"> <li>1. Right click attachment</li> <li>2. Select Download</li> </ol>	
<ol style="list-style-type: none"> <li>1. Locate downloads</li> <li>2. Right click on the ZIP file</li> <li>3. Select SHOW MORE OPTIONS (the lowest option)</li> <li>4. Select 7-Zip</li> <li>5. Select OPEN ARCHIVE</li> </ol>	
<ol style="list-style-type: none"> <li>1. Left click</li> <li>2. Password requested</li> <li>3. Paste password from email</li> </ol>	
<ol style="list-style-type: none"> <li>1. Document will open with Adobe</li> <li>2. Save As to necessary location.</li> </ol>	