

FAMILIARISE YOURSELF WITH ... Office 365 Message Encryption (OME)

learningevents@suffolk.gov.uk

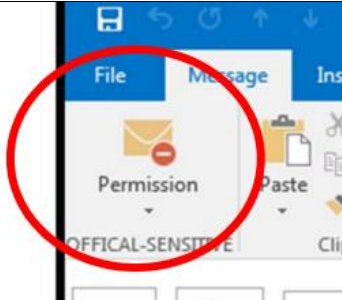



What is OME?

OME (Microsoft Office 365 Message Encryption) is SCC's email labelling service. OME is a tool which integrates with your Outlook mailbox (and Outlook Web App), which gives you the option to label any emails you compose as OFFICIAL-SENSITIVE. Emails labelled OFFICIAL-SENSITIVE will be sent securely using encryption, and the text OFFICIAL-SENSITIVE will be automatically added to the subject header of the email.

By **OFFICIAL-SENSITIVE**, we mean information that falls under one or more of the following categories:

- **Health & care personal data:** Personal data which reveals anything about the health, or care arrangements of any individuals or families. This includes details about ethnicity, gender, or sexuality.
- **Financial personal data:** Personal data which reveals anything about the financial status of any individuals or families.
- **Employee and partner organisation data:** Personal data on employees of SCC and its partners. This includes details about ethnicity, gender, or sexuality.
- **Impact on health, safety, and wellbeing:** Anything which, if disclosed, would impact on the health, safety and wellbeing of people. This includes details about ethnicity, gender or sexuality.
- **Corporate/commercial:** Corporate information which would have a significant impact on the reputation or business of SCC, if it was seen by a non-intended recipient because of commercial, legal, fraud, investigatory or areas where confidentiality is necessary.

	<p>How to send an email via Outlook with OME – please review here.</p>
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	<p>When you receive an encrypted email – Please review the PDF here to see what to do.</p> <p>There is also a how-to video on YouTube here.</p>
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