

DATA PROTECTION GUIDANCE ON POSTING PERSONAL DATA

Where hand delivery is not an available method, consider the following:

- The required delivery timescale.
- The cost of sending the item.
- If there is a need to prove the item was sent.
- If there is a need to confirm receipt.
- If the item is of value or importance or contains **sensitive information** and there will be repercussions if lost.

General Guidelines to consider:

- Always verify the name and address of the recipient.
- Mail containing sensitive personal information should be addressed to a named individual where at all possible and be marked clearly with "Strictly Private and Confidential".
- Include a return address on the reverse of the packaging in case it cannot be delivered.
- If proof of delivery is necessary, information of this nature should be sent by registered post.
- Do not overfill envelopes and always ensure the packaging is sealed appropriately. Consider using robust, extra strong envelopes or mailing bags to prevent accidental loss or damage.
- Ensure you have used the correct postage based on weight, size, service and destination.

Postal rates are calculated by the weight and shape of the item you are posting, which are categorised into four distinct formats: Letter/Postcard, Large Envelope, Packet and Parcel. Once your item's dimensions or weight exceeds the limits of any category it automatically moves to the next category of mail.

✓ **Postal Rates:**

<http://www.anpost.ie/AnPost/PostalRates/Standard+Post.htm>

✓ **Limits and Dimensions:**

<http://www.anpost.ie/AnPost/What+Are+You+Sending+Details.htm#letter>

Further advice is available from our Data Protection Officer:

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Further information is also available on the Data Protection Commission's website:

www.dataprotection.ie