Information Sharing Flowchart Author: Niraj Kacha Date: 13-12-17 Seek Advice from the data owner. Seek assurance from the receiving party that the data will be handled inline with its data category. This information can be shared, with the intended party. This information can be shared internally. Ensure the data is shared using Workspaces, Office 365 Groups or a link from OneDrive with with sufficient restrictions. All these services are provided and approved by IT Services. This information can be shared externally. The information must be encrypted, only shared with Yesnamed individuals and approved by the data owner. cloud based storage managed by IT Services i.e. Microsoft One Drive or Review the Information Sharing Policy to ensure all feasible steps

