

Secure information request response tool guide

The University uses Microsoft Office 365 SharePoint to send responses to requests for information under data protection law in a secure way. We sometimes also use the tool to send responses to other types of request and correspondence.

How will I receive my response?

You will be sent an email to the email address you provided in your request, which will contain a link to a secure document store with your response and any enclosures.

If you have not received an email to your inbox, check the junk and/or spam folders. To ensure that the email does not go into your junk mailbox, in advance of receiving the email you could add recordsmanagement@ed.ac.uk to your safe-senders list.

Follow the step-by-step verification instructions in the email to access your response.

You will be able to access the information through this service for 6 months, after which it will be removed. If you wish to retain access to the information for longer, you should download a copy to your own computer or device.

Email security

You are responsible for ensuring that your email account and any computer or device you access the information on is secure. If you suspect that your email account has been breached, please contact us as soon as possible to arrange for us to revoke access to the document store.

Browser compatibility

Microsoft's Office 365 SharePoint application is a cloud based technology, meaning that you will access it through your internet browser. Supported browsers include those in most common use, e.g. Google Chrome, Mozilla Firefox, Safari, and Microsoft Edge.

The tool does not work with mobile browsers unless the Microsoft OneDrive app is installed.

Ensure you are on the latest version of your browser to give you the best user experience.

Issues accessing the documentation

If you are having any difficulty reading or downloading copies of the response, please contact us for assistance, providing details of the issues you are encountering.

Paper format response

If you would prefer to receive a response in paper format please let us know. Paper responses will be sent by Royal Mail special delivery or by a tracked courier service. By prior arrangement you may also be able to collect the response from Old College reception at the University. In some cases we will not be able to provide a paper response unless you let us know when we started processing the request you would prefer this format. For example, for more complex electronic file formats where data cannot be printed.

Accessibility

If you have trouble accessing your documents due to a disability, Microsoft provide some guidance on their accessibility features at the following link: [Accessibility in SharePoint](#).

If you require information in an alternative format, such as in large print or on a coloured background, or are unable to use the site due to a disability, please contact us.

Privacy notice

A privacy notice for the secure information request response tool is available on the University's website.

[Privacy notice for secure information request response tool](#)

About this guidance

Version control	Author/editor	Date	Edits made
1	IS Applications/Sara Cranston	25 June 2018	
2	Sara Cranston	13 July 2018	Updates to wording
3	Sara Cranston	16 July 2018	Amended link
4	Sara Cranston	23 July 2018	Added section on paper format
5	James Macfarlane	25 March 2019	Updated wording
6	James Macfarlane	28 May 2019	Updated wording and added mobile browser issue

If you require the guidance in an alternative format, please contact Records Management: recordsmanagement@ed.ac.uk or 0131 651 4099