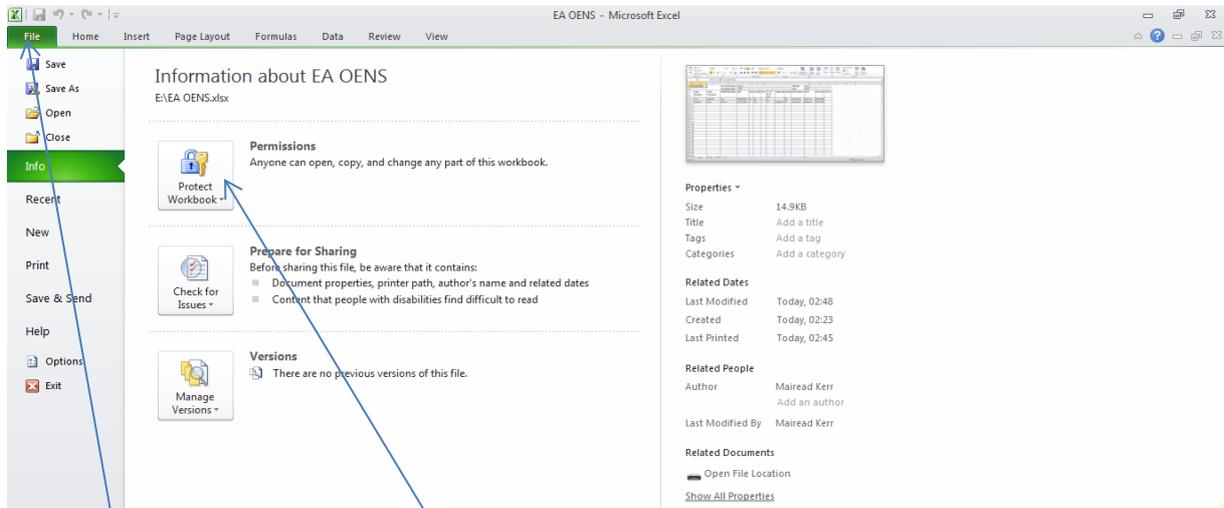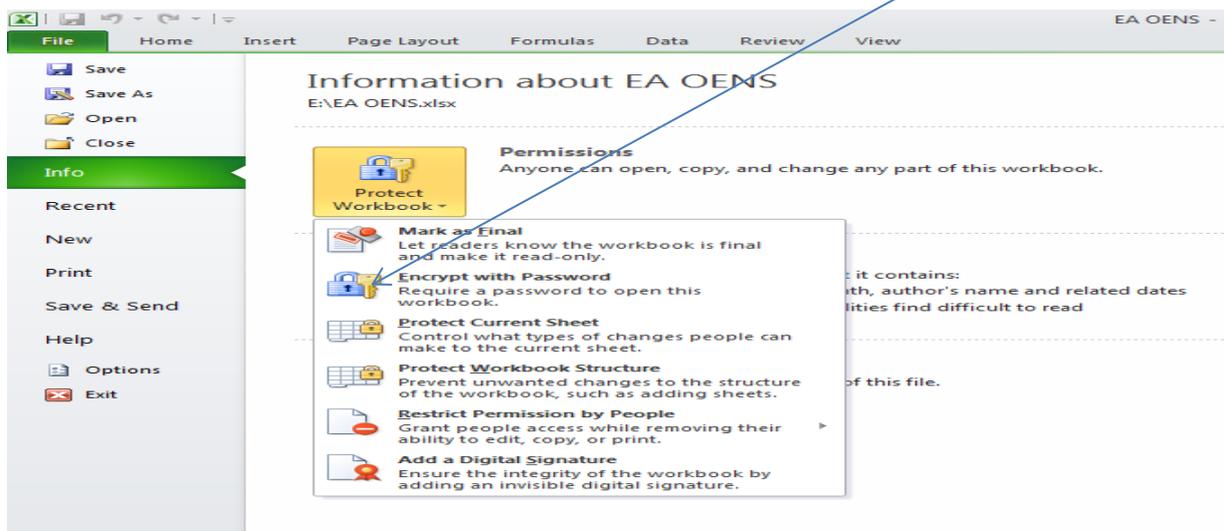**Data Security Advice** - When sending document with pupil information within it you should ensure you password protect the document – these procedures can apply to either excel or word documents.

CLICK – FILE   then   CLICK - Protect Workbook   then   CLICK - Encrypt with Password

The following screen will appear – enter the password and click ok - you will be prompted to re-enter the password and then click ok – Your document is now password protected and secure. Remember your password for future reference