

SCANNING TOOL TO IDENTIFY OLD EMAILS CONTAINING PERSONAL DATA

STEP 1: Make a list of **key words** specific to your position and that reflect the emails you receive – that include personal data, for many staff this may only be c.v. and cv

Examples could be:

confidential, cv, c.v, approval, godkend, salary, opsigelse, orlov, lockout, ansættelsesbevis, shortlist, contract, extension, appoint, cpr, cvr, assessment, committee, indstilling, seniorsamtaler, mus, funding, employment, løn, position, application, syg, sick, illness

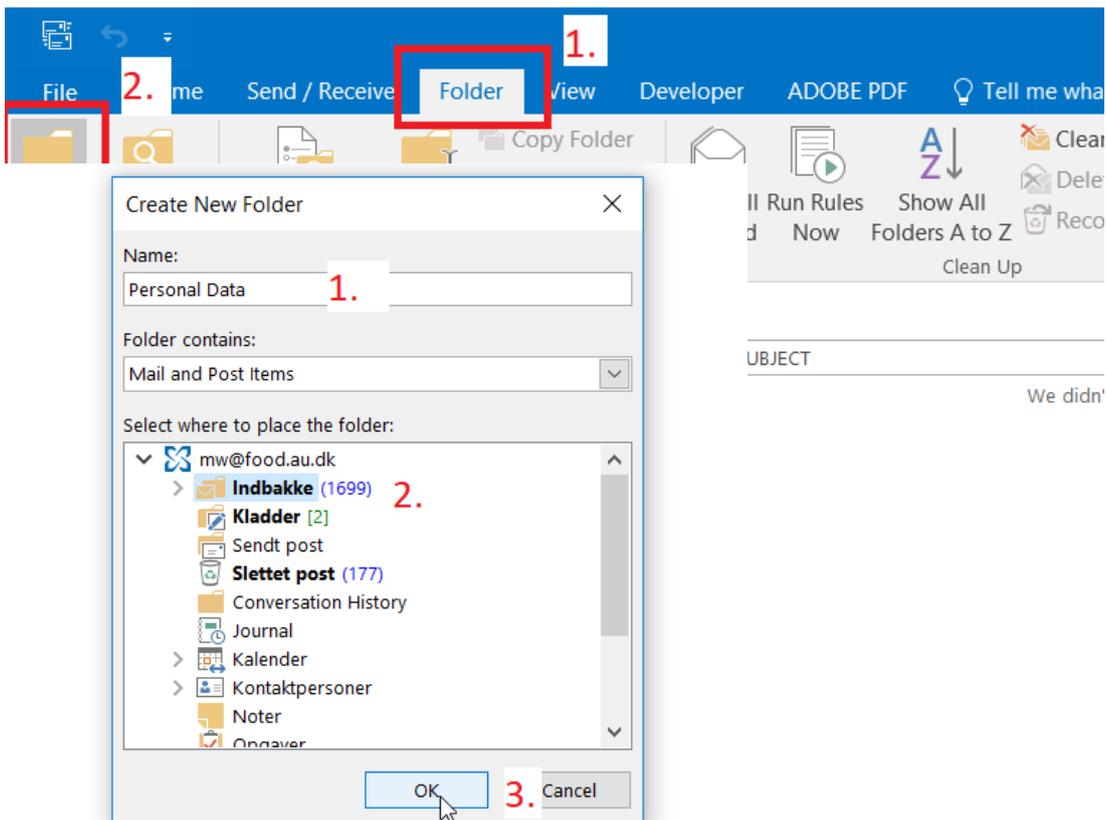
NOTES: i) search for 'løn' will also pick up lønforhandlinger & lønudspil, cv will also pick up cvs.....etc

ii) the scanning tool will only identify words in the **subject and email** (not in any attached documents). Therefore it is important to add in several key words related to personal data emails – just in case one of them is misspelt in the email! Also, remember both Danish and English versions of the words.

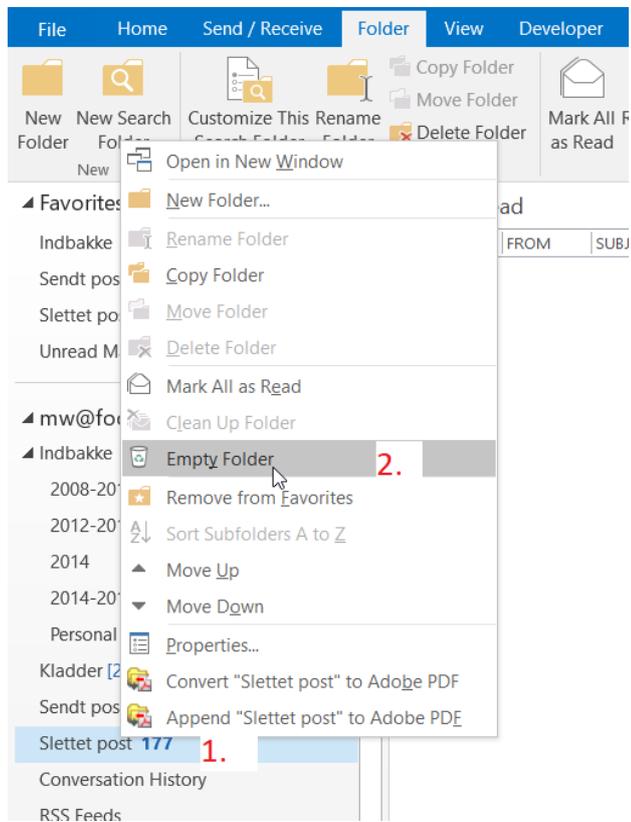
iii) these key words **need to be identified** based on your position, and the type of emails you receive.

You should continue to **update your list of key words** eg when you see a new email that contains personal data which will not be identified by your current search profile. New key word should be added to the search profile and this way you will ensure your search for personal data picks up **both** new and old emails containing personal data (See STEP A, below).

STEP 2: Go to your inbox and create a subfolder called **'PERSONAL DATA'**



STEP 3: Empty your 'deleted / slettet post' folder

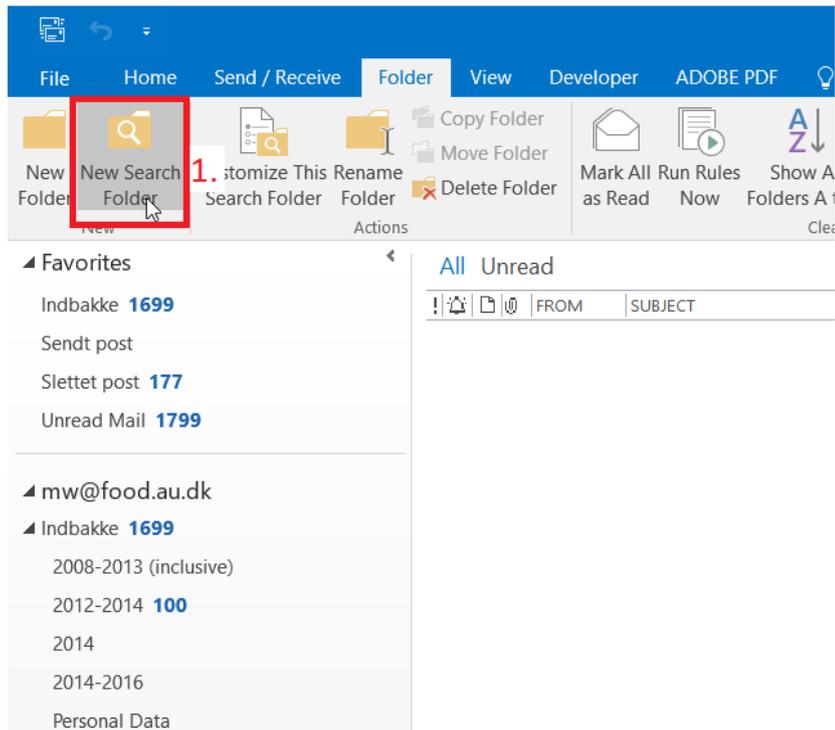


STEP 4: Create a search folder

Inbox

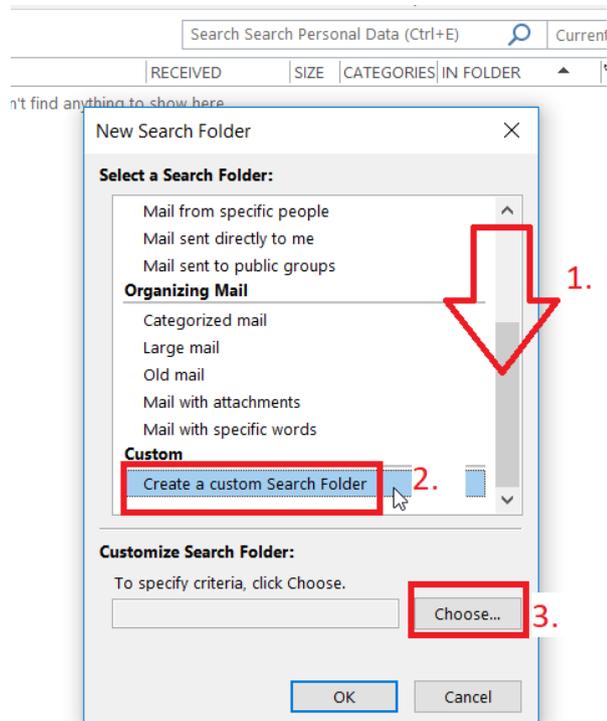
Select 'folder'

Select 'new search folder'



Go to Custom: 'Create a custom search folder'

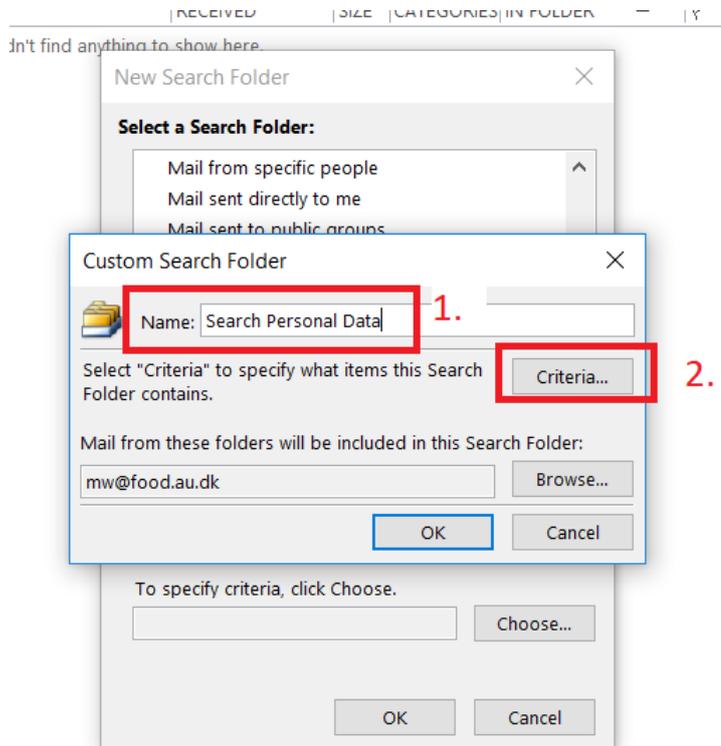
Choose



Go to Name: Type in 'SEARCH PERSONAL DATA'

NOTE: This will be the name of your search profile to identify emails containing personal data (based on your key words)

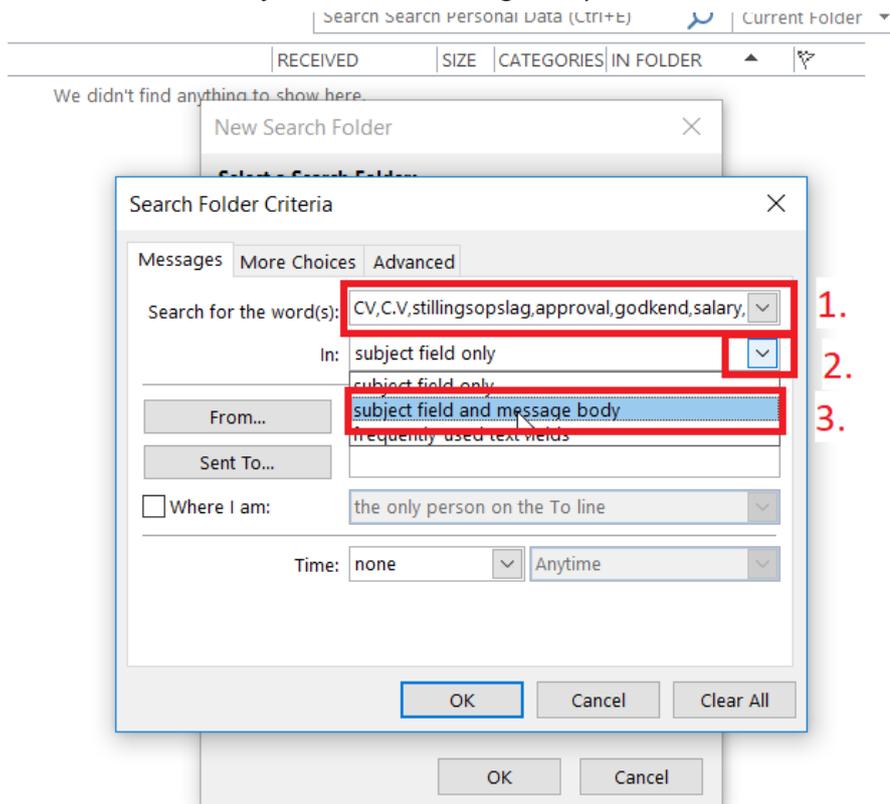
Select Criteria



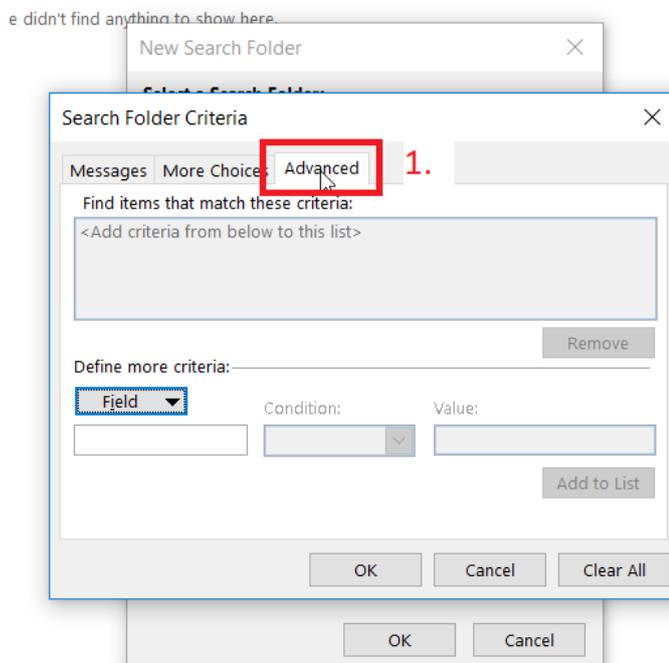
Go to Search for words: Type in all key words from your list

NOTE: i) the key words should look like this: cv,c.v,løn,
they should be separated by a comma, and have no spaces between words.

Go to In: Select: 'subject field and message body'

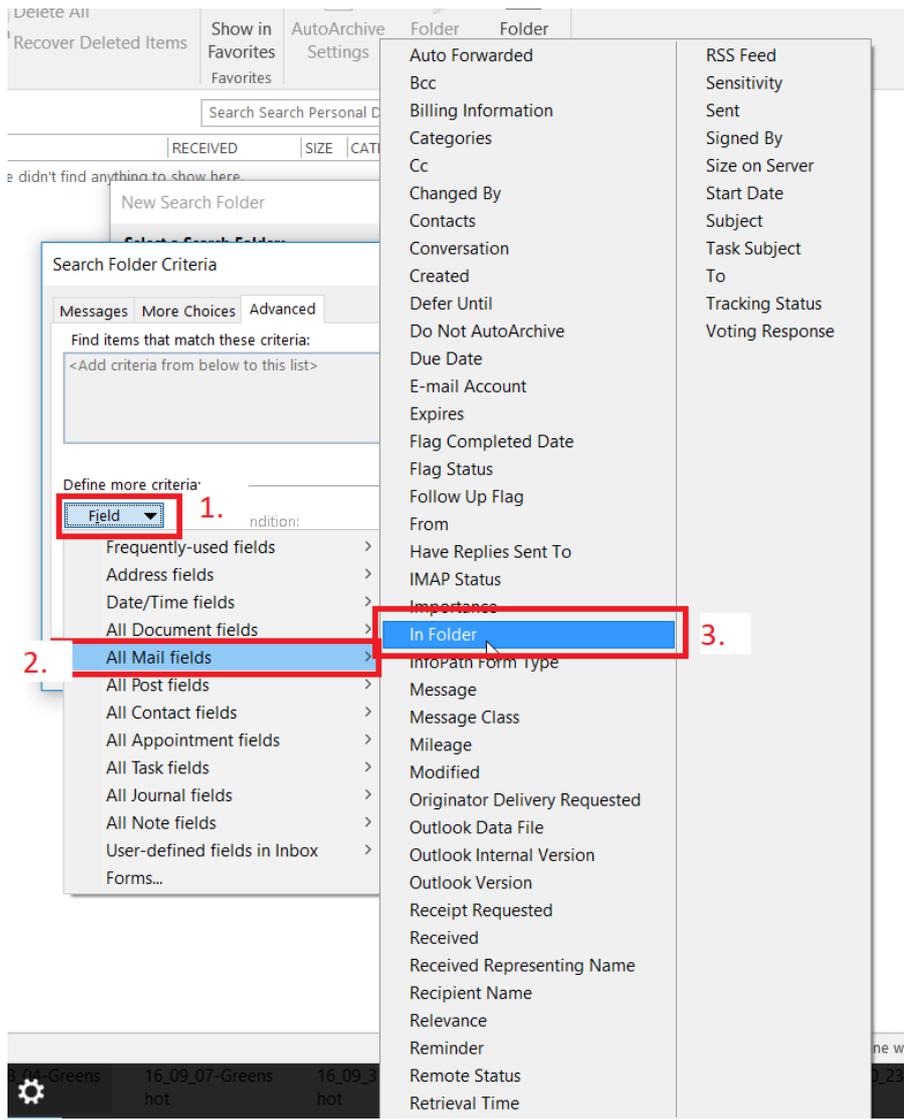


Go to and select advanced



Go to Field

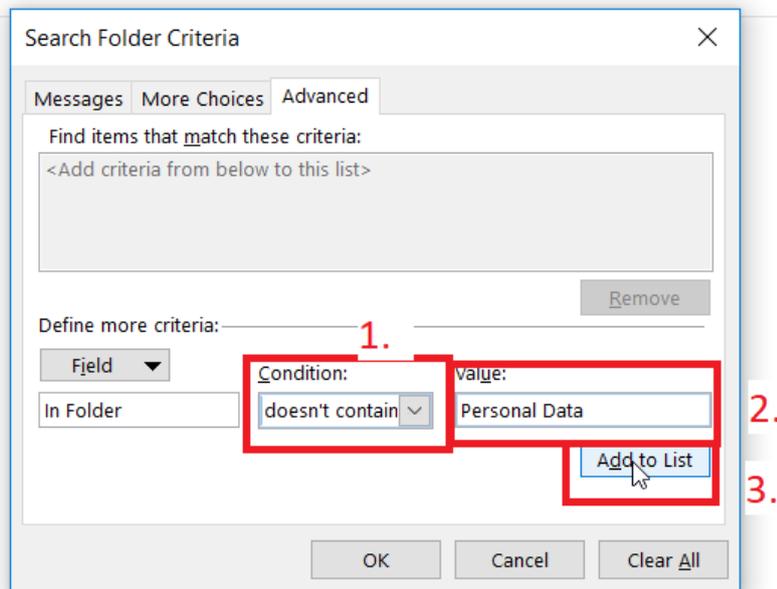
Select 'All mails fields' combined with 'in folder' (in Danish 'mappe')



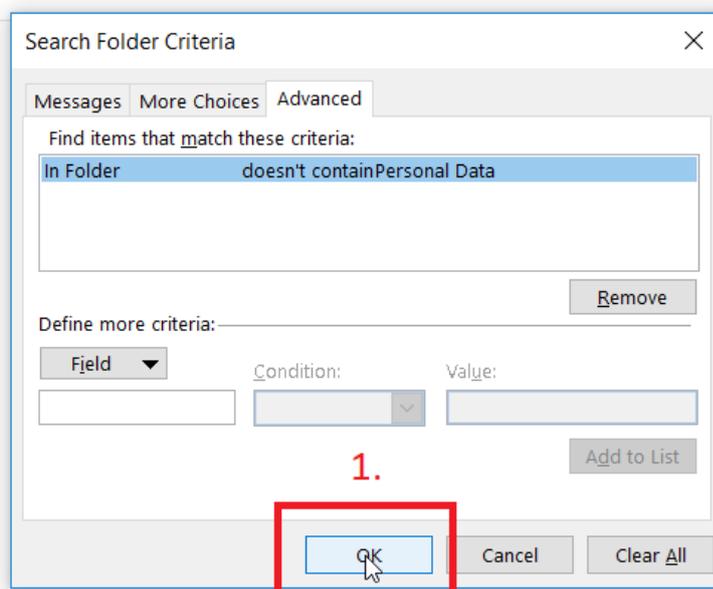
Go to conditions: Select 'doesn't contain'

Go to value: Type in 'Personal data'

Select 'Add to list'



Select OK

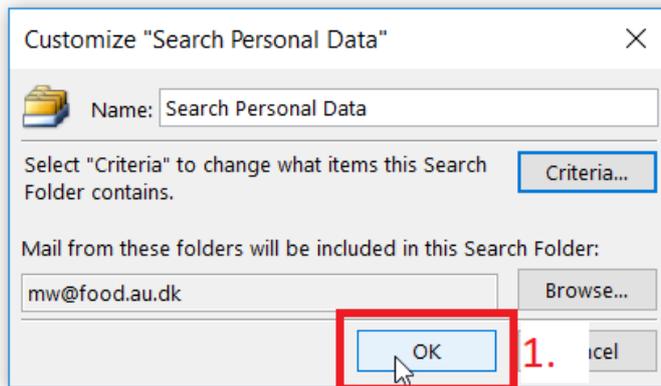


NOTE: This list is to identify the folders you do not want the scanning tool to search.

Naturally, you do not want the scanning tool to research your 'Personal data' folder all the time as it will reidentify the mails you have already put into the new 'personal data folder'!

If there are more subfolders in your inbox where you do not need the scanning tool to check – then add them here in this step.

Select OK



NOTE: Now it will scan all your folders (except the personal data folder' and identify all emails that contain your key words.

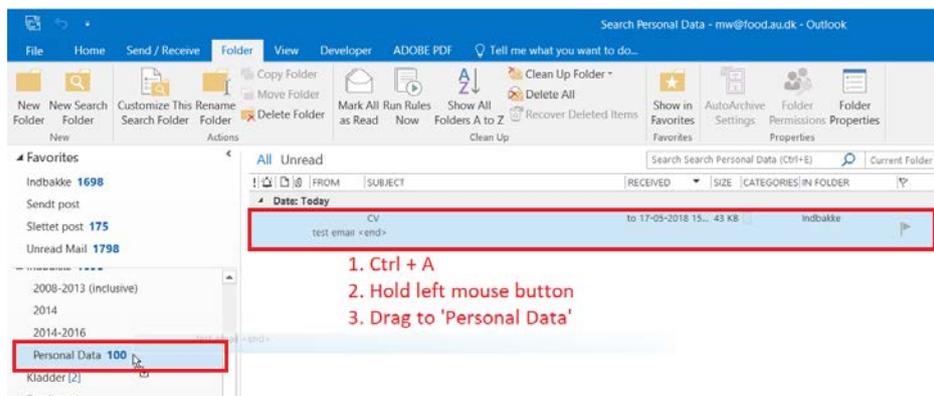
Don't touch anything as it selects the emails in all your folders!

As a guide for 150,000 emails in my inbox and sentbox this step took ca. 2 min to identify the ca. 15,000 personal emails.

After ca. 2 min hover the mouse over the screen, so that the selected emails are visible on the screen.

STEP 5: Move all identified emails into your new inbox folder called 'PERSONAL DATA'

Select all emails on the screen = Press Control (ctrl) + A



Drag all emails over to 'PERSONAL DATA' folder

Wait (as a guide this took approx. 16 mins for 14,500 emails)

SORTING THROUGH NEW INCOMING EMAILS

This can be done in 2 ways:

APPROACH 1: Set up a **rule** where as the email is received it is automatically identified and placed in your 'PERSONAL DATA' folder at the same time. This has the advantage that you do not need to remember to do a search for personal data, but it has the disadvantage that important / urgent emails are being placed in your 'PERSONAL DATA' folder, so then you will need to be checking the personal data folder regularly.

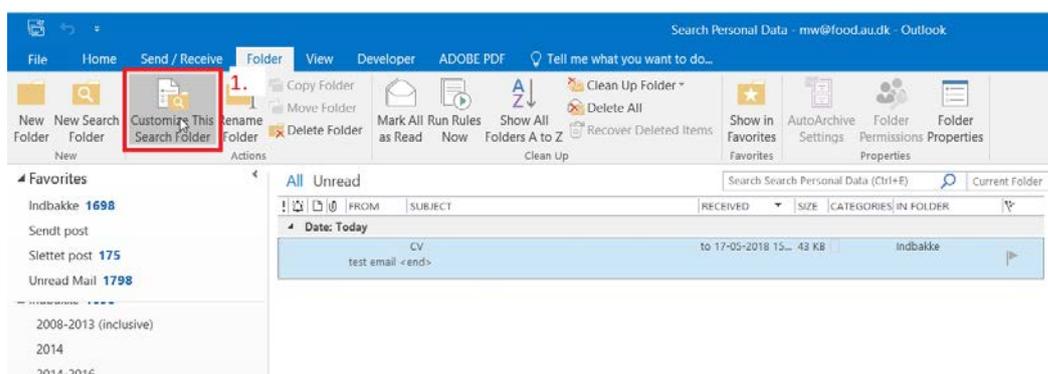
APPROACH 2: Using the search folder called 'SEARCH PERSONAL DATA' – that you have just set up in STEPS 1-5. By clicking on your 'SEARCH PERSONAL DATA' under your search folders, it will identify any new emails (both in inbox and sentbox), based on your list of key words. Then you just click and drag them across to your 'PERSONAL DATA' folder.

This has the advantage that you can see the emails as they come into your inbox, and then you can move them into the 'PERSONAL DATA' folder each day (as it takes a second to identify new ones).

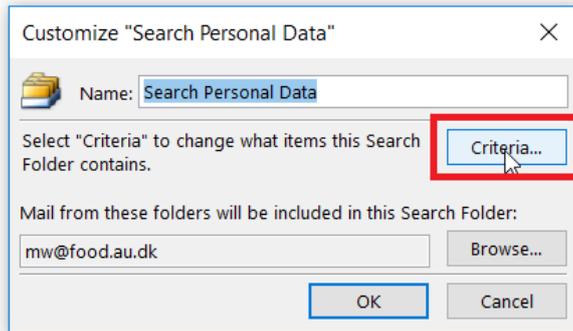
NOTES: As you see new emails that contain personal data you can update and modify your search, this will then pick up old emails that contain personal data.

To update your search profile:

STEP A: Modify / add any new key words in the already existing 'SEARCH PERSONAL DATA' Search folder

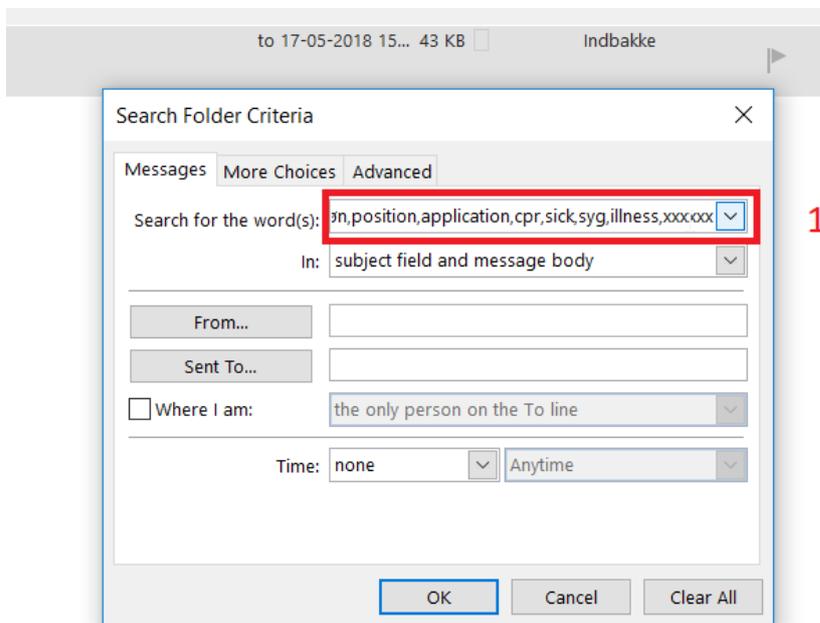


Select Criteria

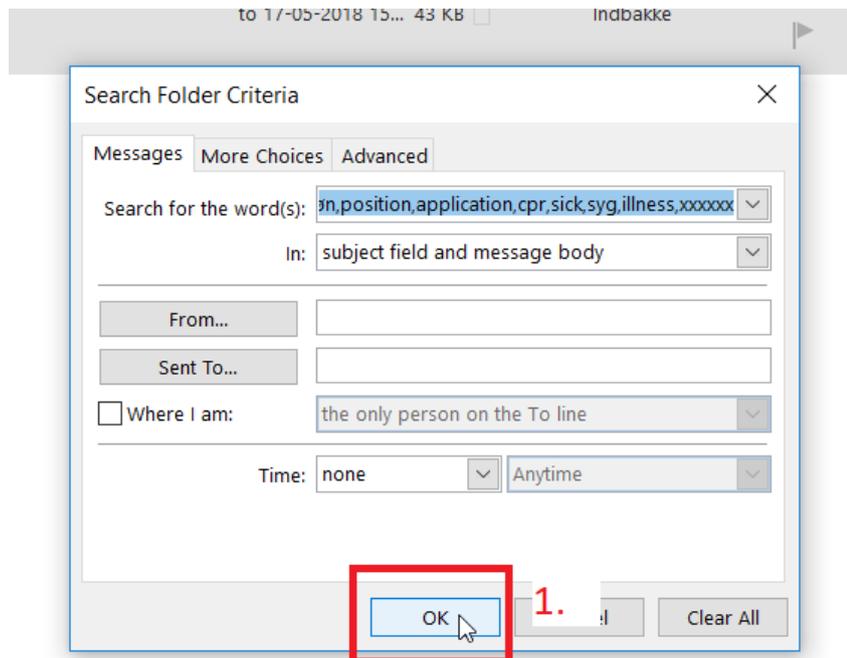


Go to Search for words:

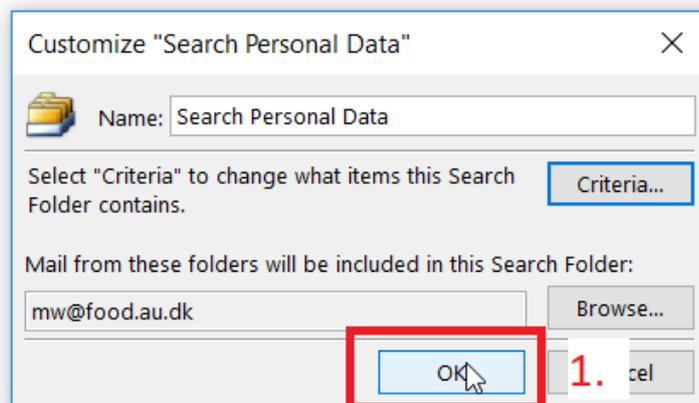
Add in any new key words at the end of your list [replace the xxxx] shown in the picture below



Select OK



Select OK



Your 'SEARCH PERSONAL DATA' profile is simple to update and you can quickly add add new key words to identify emails. However you can only type a max of 255 characters in your search profile. Therefore, if you have a lot of emails with personal data (again depending on your role), you may need to make a second 'SEARCH PERSONAL DATA2' profile. It is still very quick and simple to scan your emails using multiple search profiles!

When opening and reviewing emails in my own 'PERSONAL DATA FOLDER' it is clear that many are outdated and simply need to be deleted, I can search this PERSONAL DATA FOLDER using the standard search tool icon and then delete or journalize the emails in line with the new law.

I can also see that there are emails selected which do not contain personal data, so I need to manage these by moving them back into my inbox or deleting them.

Everyone needs to individually manage their 'PERSONAL DATA' folder as you go.

For example put a reminder in your outlook – in order to get into the habit of managing this folder, as it's **not enough** to have the emails in a separate folder you need to manage and delete these from your computer.

When deleting personal data emails – remember to empty your 'slettet post' ☺

This guide is to help you develop a quick scanning tool to identify emails containing personal data based on the key words you have specified. This scanning tool is only as good as the relevance of your key words. It's important to establish a routine around managing and deleting the emails in your inbox and personal data folder as this is your responsibility.