1. **Scope**

All documents mailed from or received by mail are subject to this instruction.

1. **Responsibilities**

All employees/staff, sub-contractors or temporary employees/staff who are dispatching mail of any sort through the public postal service must follow this instruction.

The Company Administrator is responsible for the dispatch of outgoing mail and for the sorting and delivery of incoming mail.

1. **Work Instruction** [ISO27002 Clause 8.3.3; Part 8.2.3]
   1. Mail that is classified as ‘restricted’, ‘private’ or lower may be dispatched through the mail system without any additional markings, by placing the envelope in the mail trays by the Company Administrator’s desk
   2. The Company Administrator seals and stamps all envelopes, spot checking to ensure that none contain information of a higher classification than allowed under this instruction.
   3. The Company Administrator sorts all incoming mail and distributes it internally. All envelopes are opened prior to distribution. Cheques and invoices are always sent to the Managing Director irrespective of the address on the envelope. Incoming letters that are marked with a security classification are delivered directly to the addressee. Incoming envelopes that are marked ‘Confidential’ are delivered to the Manager of the person to whom they are addressed.

***Document Owner and Approval***

The Information Security Manager is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This work instruction was approved by the Chief Information Security Officer (CISO (DIRECTOR)) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

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| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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