

If your organisation handles personal data, you have a legal obligation to protect that information under the Data Protection Act 1998. The seventh data protection principle states:

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.”

If the information you intend to share is of a personal, confidential or sensitive nature, it should only ever be sent via secure, encrypted transmission methods. To facilitate this process a secure, web based file transfer system: AnyComms+ is available; allowing files to be sent between Southampton schools, local authority teams and other relevant partner organisations working with children and young people in the City.

Conditions of Use:

All user's must acknowledge and accept these **Conditions of Use** before each login. If you do not understand any of these requirements, then please contact csl.ict@southampton.gov.uk or call 023 8083 4555.

User's Responsibility:

- to comply with the provisions of the Data Protection Act 1998 in respect of all personal information processed on Anycomms+.
- keep your login details secure at all times; log out of the system and close the browser session when your task is complete.
- to check and correctly select the appropriate and intended recipient of all files containing personal data.
- to report any suspected or actual data security breaches to your own line-manager as soon as possible.
- I understand that a user guide is available to download to assist in the correct use of the system: <http://www.youngsouthampton.org/working-with-children/tools/avco-anycomms-plus.aspx>
- I understand that access to AnyComms+ is dependent on continued adherence to this policy and responsible use of the system within the organisation. Misuse of the system or failure to adhere to this policy may result in access rights being revoked.
- I understand that the LA cannot be held liable or responsible for any consequence if any part of this policy is not adhered to.

Manager's Responsibility:

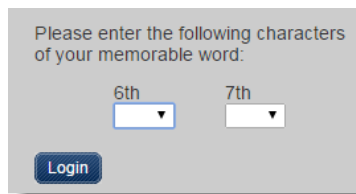
- to ensure that your service/organisation has in place local data security policies and procedures to ensure the secure storage and onward transit of sensitive data.
- to ensure that all staff granted access to the Anycomms+ system are sufficiently trained in its use.
- to immediately notify the ICT Strategy Team if individual user's access rights or passwords need to be amended, reset or revoked, i.e. when a member of staff changes or leaves the employment of the service / organisation: csl.ict@southampton.gov.uk

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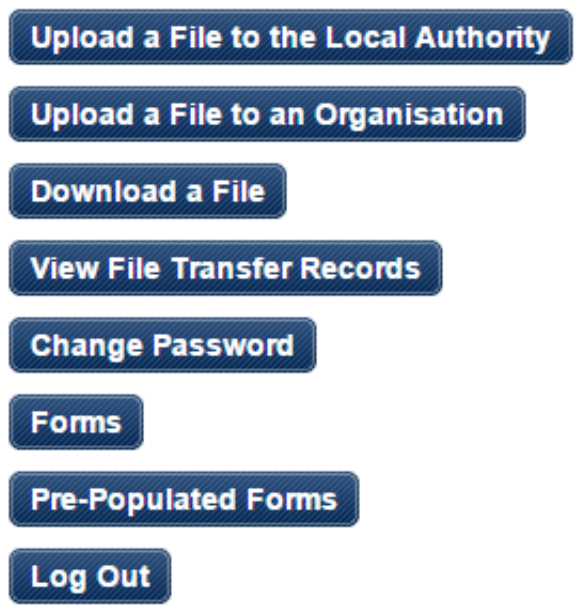
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Login to AnyComms+

- In your Internet browser visit: <https://www.securesouthampton.co.uk/>
- Enter your **Username** and **Password**.
- Read if appropriate, and accept the **Conditions of Use** for AnyComms+
- Click **Login**.
- A new screen is displayed prompting you to enter two characters from your memorable word; and click **Login**. Please Note: if this is your first time of logging in to the system or immediately after requesting a password reset, you will be prompted to create a new password and memorable word.



- The screen is refreshed presenting a number of options which will vary depending on your level of access to the system.



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Download a File

- Select **Download a File** or **Download File(s)**
- New files are presented on the initial screen; the second tab **Previously Downloaded Files** lists files which have already been downloaded. File details include name, date and sending organisation or LA service.

New Files		Previously Downloaded Files		
File Name	File Type	From	Date/Time Uploaded	
Unclassified - Year 3 Sept 2015.docx	Other	Banister Primary School	16/07/2015 08:24:04	<input type="checkbox"/>
Unclassified - Year 4 Sept 2015.docx	Other	Banister Primary School	16/07/2015 08:24:04	<input type="checkbox"/>
Unclassified - Year 5 Sept 2015.docx	Other	Banister Primary School	16/07/2015 08:24:04	<input type="checkbox"/>
Unclassified - Year 1 Sept 2015.docx	Other	Banister Primary School	10/07/2015 10:17:23	<input type="checkbox"/>
Unclassified - Year 2 Sept 2015.docx	Other	Banister Primary School	10/07/2015 10:17:23	<input type="checkbox"/>

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- Tick the box to the far right-hand side of the file required; click **Download Selected** or **Download All** to download all files listed above.
- Depending on browser settings the file will either be downloaded directly to the **Downloads** area of your PC or you will be prompted to identify a location to save the file to.

Uploading a File to a Local Authority Team

- Select **Upload a File to the Local Authority**
- Select a **Protection Level:** for the document(s); click **Browse** and a new window will appear enabling you to browse and select the file to be uploaded; select **Open**. If you would like to upload more than one document at a time click **Browse** again and repeat the process.

Upload your files...

Please click the browse button to select a file to send.

Protection Level: Confidential

Select what type of file you are sending, and select which service you are sending it to.

File Name	Remove File	File Type	Description
Confidential - Book1.xlsx	<input type="button" value="Remove"/>	Other	Select

Select

- Virtual School
- UC Personal Budgeting Support
- Moderators Final LA
- Moderators KS2
- Moderators KS1
- Moderators EYFS
- Schools: Emergency Contacts
- Portage
- Early Years Teacher Advisors
- LSCB Local Safeguarding Children's Board
- Voluntary Sector MASH
- Children's Centres West
- Children's Centres East
- Youth Offending Service (YOS)
- Education Finance
- Inclusion
- Safeguarding
- Targeted Assessment Panel
- IRO Team



- To the right-hand side of each file select a:
 - **File Type:** select **other** unless otherwise advised
 - **Service:** select as appropriate from the drop-down list – if the intended recipient is not listed email csl.ict@southampton.gov.uk; see also section below on file transfer errors.
 - **Description:** enter a brief description
- Use **Remove** to remove a file incorrectly added to the list.
- Click **Upload All Files** when complete.
- A pop-up will prompt you to check and confirm the files and recipients are correct, click **Cancel** to modify or **OK** to send these files to the listed recipients.
- The screen will refresh with options to **Print Record of Transactions**; **Return to Main Menu**; or simply **Logout**.

Uploading a File to an Organisation

- Select **Upload a file to an Organisation**.
- Select a **Protection Level:** for the document(s); click **Browse** and a new window will appear enabling you to browse and select the file to be uploaded; select **Open**. If you would like to upload more than one document at a time click **Browse** again and repeat the process.

Upload your files...

Please click the browse button to select a file.

Protection Level: Unclassified

Browse

Upload All Files

You have selected the following file(s) to upload:

File Name	Remove File	Recipient Role	Description
Unclassified - Book1.xlsx	Remove	Sally Maidment	

Upload All Files

- To the right-hand side of each file select a:
 - **Recipient Organisation** from the drop-down list - if the intended recipient is not listed email csl.ict@southampton.gov.uk; see also section below on file transfer errors.
 - **Recipient Role** from the drop-down list – selecting an individual role will send the file to all users within that defined role only (usual option selected); **All Roles** will send this file to all users of all roles within this organisation.
 - **Description:** enter a brief description.
 - Use **Remove** to remove a file incorrectly added to the list.

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- Click **Upload All Files** when complete.
- A pop-up will prompt you to check and confirm the files and recipients are correct, click **Cancel** to modify or **OK** to send these files to the listed recipients.
- The screen will refresh with options to **Print Record of Transactions; Return to Main Menu;** or simply **Logout**.

File Transfer Errors / Data Breaches

It is the user's responsibility to check and correctly select the appropriate and intended recipient of a file containing personal data.

- Report all errors to your own line-manager and follow any internal procedures for Information Governance.
- Delete any files sent incorrectly via AnyComms+
 - Select **View File Transfers** from the homepage.
 - Locate the file sent incorrectly and click **Delete**
 - Confirm deletion.

Transfer Records

You have chosen to see a record of files you have downloaded from or uploaded to partner organisations. This site will list files uploaded or downloaded within the last 12 months.

Items per page: Sort by:

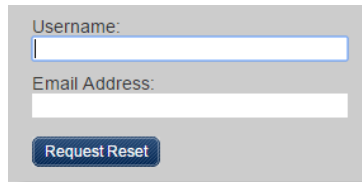
Uploaded files	Downloaded files	Questionnaires			
Files uploaded by ICT Strategy:					
Filename	Uploaded To	Delete	Date/Time Uploaded	Downloaded By	Uploaded By
Protect - data.txt	test-commissioning-org	Delete	05/11/2015 09:22:13		Sian Mills
Top Secret - data.txt	test-commissioning-service	Delete	05/11/2015 09:21:49	Service	Sian Mills
<input type="button" value="First Page"/>	<input type="button" value="Previous Page"/>	Page: <input type="text" value="1"/> of 1	<input type="button" value="Next Page"/>	<input type="button" value="Last Page"/>	



Change your password

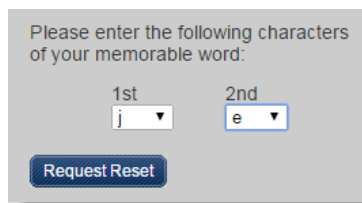
You will need to know your Username, email address associated with this account and the memorable word. If you do not have all of this information browse to the next section '*Requesting a password reset*'.

- In your Internet browser visit: <https://www.securesouthampton.co.uk/>
- Click **Reset your password**.
- Enter your LoginID and associated email address and click **Request Reset**.



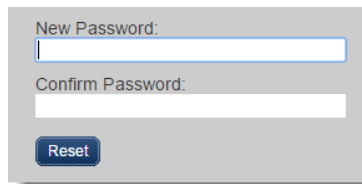
A screenshot of a web form for requesting a password reset. It contains two text input fields: 'Username:' and 'Email Address:'. Below the fields is a blue button labeled 'Request Reset'.

- Enter the digits of your memorable word as requested and click **Request Reset**.



A screenshot of a web form for selecting characters from a memorable word. The text reads: 'Please enter the following characters of your memorable word:'. Below this are two dropdown menus labeled '1st' and '2nd'. The '1st' dropdown shows the letter 'j' and the '2nd' dropdown shows the letter 'e'. A blue button labeled 'Request Reset' is at the bottom.

- An email will be sent to the associated email address with a link to update your password. Enter a new password and confirm the password; click **Reset**.



A screenshot of a web form for confirming a new password. It contains two text input fields: 'New Password:' and 'Confirm Password:'. Below the fields is a blue button labeled 'Reset'.

Forgotten your login details / requesting a password

Requests for resetting your password and/or login details need to be submitted from the email address we have on record as associated with your account. We will need confirmation of your name, username and the Organisation / LA Service you are linked to. Contact the ICT Strategy Helpdesk by email: cs1.ict@southampton.gov.uk. *We cannot accept these requests by phone.*

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New user requests – Schools and Organisations

An existing AnyComms+ user in your Organisation must email csl.ict@southampton.gov.uk confirming the request with details of your name, email address and contact number. If there are no other Anycomms+ then we will need the request from a manager or senior member of staff from your Organisation on headed letter emailed to csl.ict@southampton.gov.uk or sent to ICT Strategy Team, Southampton City Council, 1st Floor North Block, Civic Centre, Southampton SO14 7LY. *We cannot accept these requests by phone.*



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APPENDIX

Organisations in AnyComms+ (14/01/16)	Organisation Type
Adoption Panel Members	Adoption Panel
EY - Centres	EY - Centres
EY - Childminder	EY - Childminder
FE Colleges - City College	FE Colleges
FE Colleges - Itchen College	FE Colleges
FE Colleges - Taunton's College	FE Colleges
Fostering Panel Members	Fostering Panel
Autism Wessex	Other Organisation
CAB	Other Organisation
Child and Adolescent Autism Service	Other Organisation
Embrace	Other Organisation
Enham	Other Organisation
FNTC	Other Organisation
Freedom Childcare	Other Organisation
Hampshire Fire & Rescue	Other Organisation
HAMWIC Academy Trust	Other Organisation
JG Consultancy	Other Organisation
Kaplan	Other Organisation
Kids Direct	Other Organisation
Laceys Solicitors	Other Organisation
Learn Direct	Other Organisation
LSB Board Members	Other Organisation
Mencap	Other Organisation
MPCT	Other Organisation

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Organisations in AnyComms+ (14/01/16) cont.	Organisation Type
My Coaching Education Ltd	Other Organisation
No Limits	Other Organisation
Outreach	Other Organisation
Rose Road	Other Organisation
SAOS - Southampton Outreach	Other Organisation
Smile Support and Care	Other Organisation
Southampton Voluntary Service	Other Organisation
Spectrum CIL	Other Organisation
The Prince's Trust	Other Organisation
The Wheatsheaf Trust	Other Organisation
Youth Options	Other Organisation
Schools - Primary	Southampton Schools
Schools - Secondary	Southampton Schools
Schools - Special / PRUs	Southampton Schools

LA Services in AnyComms+ (14/01/16)	Organisation Type
Admissions	LA Service
CAF	LA Service
CDT Safeguarding	LA Service
Children Missing Education	LA Service
Children's Centre East	LA Service
Children's Centre West	LA Service
Children's Data Team	LA Service
Community Safety Team	LA Service
Contact Scheme	LA Service
CSL Conference Administration	LA Service



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LA Services in AnyComms+ (14/01/16) cont.	Organisation Type
CYP Notification	LA Service
CYPIS	LA Service
Early Years Teacher Advisors	LA Service
Education Finance	LA Service
Equal Pay	LA Service
Fostering Service	LA Service
ICT Strategy	LA Service
Inclusion	LA Service
IRO Team	LA Service
IYFA/PHIG	LA Service
Jigsaw	LA Service
LSCB Local Safeguarding Children's Board	LA Service
Moderators EYFS	LA Service
Moderators Final LA	LA Service
Moderators KS1	LA Service
Moderators KS2	LA Service
Payroll	LA Service
Penalty Notices	LA Service
Portage	LA Service
Post-16 Data	LA Service
Pupil Support Services	LA Service
Safeguarding	LA Service
Schools: Emergency Contacts	LA Service
SEN	LA Service
Southampton MASH	LA Service
STA	LA Service

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LA Services in AnyComms+ (14/01/16) cont.	Organisation Type
Targeted Assessment Panel	LA Service
UC Personal Budgeting Support	LA Service
Virtual School	LA Service
Voluntary Sector MASH	LA Service
West Locality Team	LA Service
Youth Offending Service	LA Service