



## Public Services Board - *Partnership* Meeting – 17 July 2018

### Good Practice for Bcc

<b>Purpose:</b>	Reminder on use of Bcc.
<b>Link to Well-being Objective:</b>	Cross-cutting
<b>Recommendation(s):</b>	It is recommended that:  1) That the PSB agree/ formalise the use of Bcc in email

#### 1. Introduction

As a matter of good practice, it has been brought to our attention the use of the Bcc field in email. Bcc is a useful tool to ensure recipients are not identified.

#### 2. Main body of report

As we have regular PSB meetings involving the same groups of individuals and you want to be able to exchange emails by using “reply all” then it would be advisable if everyone agrees to this in the meeting today and for it to be formally recorded in the minutes.

This would also include if you are organising an event or external meeting with multiple stakeholders and prior approval has not been given, then always put email addresses in the BCC field so they cannot be identified/seen by others.

#### 3. Next steps/ Actions

- a) to be in agreeance of the use of Bcc

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