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To: Salaries and Wages
Human Resources
Pension Contacts

At: All Employing Authorities

Dear Colleagues

Secure Email Employer Guide

NILGOSC takes information security very seriously. As you may be aware, we implemented a secure email system back in October 2016 to allow the sending and receiving of personal information with certain third parties e.g. our employers and members. Many of you will already be familiar with this encrypted email system, which is now the only accepted method for NILGOSC to send personal information electronically.

The attached guide describes how to use the secure email service. We hope that you find this useful.

If you have any queries regarding the content of this guide then please contact Sean Paul Ferguson either by email to seanpaul.ferguson@nilgosc.org.uk or on 0345 3197 320.

Yours sincerely

Zena Kee
Pensions Manager