

We Transfer Protocol

You must read this Protocol before you start using We Transfer

We transfer is a system that allows us to transfer files up to 2GB in size from one email address to another, quickly and easily. It uses the cloud for this transfer; User A uploads a file to We Transfer and the recipient User B will download it. User B has 7 days to do this before the file disappears completely.

MacIntyre's 'Good Practice Guidance on Safe use of Computers and the Internet' states that "Cloud storage should not be used to store any sensitive or restricted information without the specific authorisation of the IT Manager." The IT Manager has given authorisation for the use of We Transfer specifically for transfer of photos and videos to or from the Great Interactions Team (who will monitor the use of the system). **We Transfer must not be used for other transfers of sensitive or restricted data without specific authorisation of the IT Manager.**

In order to use this system safely and protect the identity of everyone involved there are a few rules to follow:

- Do not rename the file with people's names
- Do not write people's names or identifying information in the We Transfer message box
- Do send the recipient a separate email saying who is in the file
- Only send files that show people positively. You must never send a file that would be detrimental to the person, MacIntyre or others should it go public

We Transfer is free and easy to use:

- Go to www.wetransfer.com
- Put in your email address
- Put in the recipient's email address
- Attach your file
- Do not put names or identifying information in the We Transfer message box
- Press the 'transfer' button

We Transfer say:

Any file transfer between You and recipients is treated confidentially. We treat your stuff with respect. We don't let anyone search for anything on the website.

Be mindful of where and how you share download links. When someone has access to a download link, they have access to the transfer it links to.

We Transfer have this list to help you check that you are using the service safely:

- Is the layout different from the layout you usually see when you open a WeTransfer mail? If so, don't use the download button or link.
- Does the download button take you to our domain (<https://wetransfer.com>)? If not, the files are hosted somewhere else and never safe to download.
- Check the address mentioned in the body of the email. If the transfer isn't from someone you know or an obvious fake, don't use the download link.
- Check the sender's address. We always send our emails from "...@wetransfer.com". If the email is sent from a different address, don't open the download link.
- Please note that emails from "...@wetransfer.com" are no guarantee that we've actually sent you this email. So stay aware even if we seem to be the sender.
- Check the address the email was sent to. We only ever send a transfer email to your own email address. Not to "undisclosed recipients" or to other addresses. So finding a "Bcc" definitely means we did not send you this email.

Remember:

Do not put people's names on the files you We Transfer - email that information separately