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**To: All Board Chairs**

cc. Clerks to IMBs  
National Council  
National Trainers

DC 07/09  
IMM 06/09  
STHF 05/09

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### **SECURE EMAIL**

Dear Chair

This circular is an introduction to the new system for secure emails and how to create email accounts for each member of your Board. Secure email is being introduced to IMBs to enable members to send data in a secure manner and thus minimise any potential data protection issues. Secure email enables data to be sent to 'Restricted' level.

A generic 'Chair' email account has now been set up for you. Please find your individual logon details, including a username and password enclosed. You will need to activate this email account in order to begin creating further accounts for your Board.

Once the Chair account is up and running, you will be able to create a new email account for each Board member. This task can be delegated to another member of the Board, or the IMB clerk.

Chairs are also asked to create an account in their own name, in addition to the 'Chair' account. When the role of Chair is then taken over by another member, the incoming Chair will inherit the 'Chair' account and the outgoing Chair will continue to use the CJS (Criminal Justice System) account which is in their own name. The main Chair account password can then be changed by the new Chair.

There are two types of secure email account. One is administrator and the other is standard. Chair accounts have been created with administrator privileges, whereas Board member accounts should be created with standard privileges. As mentioned, the role of 'Secure Email Administrator' can be delegated to a Board member. If this is the case, this member would need their account to be created as an administrator account. Administrator accounts have the ability to edit and create accounts within the Board.

User guides are enclosed to assist with setting these accounts up. In addition, I have enclosed a Terms and Conditions form. Each member will need to complete a copy of this form and send it to Laura Armstrong where it will be held securely in the Secretariat. It is a condition of access to the secure email system that the form is completed.

Further information about secure email can be found on the CJS website:  
<http://www.cjsm.cjit.gov.uk/>

In particular, copies of the quick reference guides enclosed can also be found at:  
<http://www.cjsm.cjit.gov.uk/training/index.php>

**If there are any problems, please contact the CJS Helpdesk on 0870  
0108535**

Steve Kilbey  
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