

How to set up a free Galaxkey account so you can share information securely

– a guide for foster carers

You should only ever email confidential information (eg. children's names, addresses, dates of birth, records, your bank details, etc) if you are using a secure email.

At Bradford Council, we use Galaxkey. Galaxkey is a data protection product that protects email, documents and any data using access control and an encryption platform. The data can be protected on any device, in any cloud and on any network or platform. Galaxkey is free for personal use, so there is no cost to you to set up and use Galaxkey.

You can easily set up your free account that will mean you can securely email your supervising social worker, the child/children's social worker, the IRO or anyone else (not just Bradford Council workers).

And it's not just emails – you can use Galaxkey:

- to protect your data stored on all your devices, as well as when you need to transfer data over any network so that you can ensure full security.
- to share data securely over any network, including over the internet.
- to send secure emails and make sure they not intercepted, accessed or modified by anyone other than the intended recipient.
- to verify who has sent the email. You can ensure that the email, sent protected by Galaxkey, definitely came from the user who sent it.
- to sign emails and documents digitally and verify the identity of the user that sent the email, out-of-band, in a secure way.

How to set up your new Galaxkey account

To set up your secure Galaxkey account is easy, choose any method below:

1. Google **Galaxkey register me** or
2. Type <https://manager.galaxkey.com/Services/RegisterMe> (or click on the link) and complete the registration form.
3. Ask your supervising social worker to send you an email using their Galaxkey account and Galaxkey will walk you through the steps you must take to open a new account.