

Digital **1st** First

Let's make Probation Service
a **GREENER** workplace

**So ask yourself, do those documents
really need to be printed?**

Please only print when
absolutely necessary

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**Ask yourself, do those documents *really*
need to be printed?**

Information relating to People on
Probation should **not** be held
in paper format

Get compliant with
HMPPS INFORMATION SECURITY

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Did you know that information relating to People on Probation should not be held in paper format.

As part of your line management duties, please ask your staff to upload all records to Delius or Oasys and destroy the paper record.

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