

Email and external sharing

Custodia Registry · G05

Your task and authority

Bertrand Hope

- Confirm your assigned duties
- Use the fictional training case
- Verify the result and its history

Learning outcome

Learner connects captured correspondence and sharing decisions to evidence and authority.

Correspondence evidence

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- Identify the approved record and fictional email evidence file.

What to check

Identify the correct record and the supplied fictional email evidence. These registers do not automatically connect to a mailbox. Capture only the material approved for the exercise.

Email metadata

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- Capture email metadata and sensitivity using the available register.

What to check

Record the relevant correspondence metadata and sensitivity, then check the saved link. Metadata describes the evidence; it should not substitute for the supporting correspondence file.

Sharing schedule

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- Review the applicable information-sharing schedule and access limits.

What to check

Read the applicable sharing schedule and limits before describing permitted access. A digital grant is bounded by the relevant rules. External disclosure authority comes from organizational policy.

Disclosure register

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- Record an authorized fictional disclosure with recipient/purpose/evidence.

What to check

Record the fictional recipient, purpose and evidence through the authorized register. Creating this entry is not a reason to send live correspondence during a lesson.

Verify the links

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- Verify the linked record and register entry without sending live correspondence.

What to check

Open the linked record and register entry to confirm identity and evidence. View and manage grants differ and depend on the installed migrations. Report missing access through the account administrator.

Exceptions and recovery

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- Identify the blocked condition
- Preserve the relevant evidence
- Use the authorized next step

Important boundary

These are registers, not an automatic mailbox connector. Migrations 101/102 add grants beyond config/permissions.php. Validate installed grants. External disclosure authority comes from policy; do not send real messages as a training side effect.

Guided practice

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- Work within the assigned role
- Show the resulting state
- Explain one exception

Your exercise

Using fictional correspondence, identify the record, sensitivity, recipient, purpose and supporting evidence for a registered disclosure. Do not send a message.

Practice debrief

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- Correct identity and authority
- Traceable result and history
- A justified next step

Expected answer

The learner preserves the correct links and authority, distinguishes registration from a mailbox connector and verifies the entry without causing a live disclosure.