

Instructions for use of Office Lens (scanning application) during emergency work from home



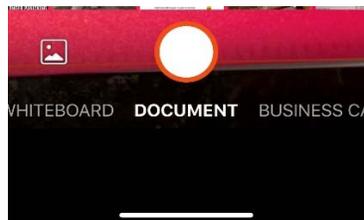
Microsoft Office Lens|PDF Scan 
PDF scanner, Docs, Whiteboard
Microsoft Corporation
#49 in Productivity
★★★★★ 4.5, 2.9K Ratings
Free

During this emergency, and to accommodate the need for remote work, staff will be permitted to download the Office Lens scanning application to their phones. Below are the instructions and required guidelines for use of the application.

IMPORTANT: ACS data should not be retained permanently on a personal device or non-ACS-authorized cloud backup or storage. The data should be transferred as soon as practicable to an ACS storage system in accordance with the [Data Protection Standard](#). The Society reserves the right, in its discretion, to inspect, review, access, copy or delete all Society content, including messages sending such information, communications, postings , recordings, etc. Therefore, you should have no expectation of privacy whatsoever in any scanning activity related to the Society.

To utilize the Office Lens scanning application, please follow the steps below:

- (1) Download the application onto your phone or ACS laptop. The application will work on either iPhone or Android phone types. (If you choose a personal device, you are required to save the image to “OneDrive” and login into your cancer.org account to ensure that the document is saved to the ACS environment.)
- (2) You will note that either immediately following the download or upon your first use, you will be notified by the application that access to the camera and photos is needed in order for the app to function. It is permissible to accept these terms (and you must do so in order to utilize the application).
- (3) The application has options for scanning. Based on the business needs which have been identified, you will want to ensure that you navigate to “Document” at the bottom of the screen.



- (4) After you complete the scan, you will select the “DONE” button at the bottom right of the screen.



- (5) You will then be asked to assign an “Export Location” on the next screen.
- a. **Please ensure that the email you enter is your cancer.org email address.**
 - b. It is recommended that you save the scan to the PDF file at this point, unless you need to edit the document later (in which case, you can save as a Word Document). Saving in this manner will ensure that the file is saved within your ACS OneDrive account and will allow you to retrieve the document directly from your computer. *(Note: you should follow our [data handling guidelines](#) in handling scans. However, while our data handling procedures do not normally allow for highly confidential information to be saved on OneDrive, you are permitted to do this temporarily with scans. You should not maintain these in OneDrive permanently if they contain highly confidential personal information.)*



- i. It is recommended that you check your photo library after scanning is complete to ensure that no copy of the document remains. You should not maintain documents containing highly confidential information (business or personal) to your phone.
- ii. It is not recommended that you need to share the scan using the mail options within the app unless you verify that you are using your cancer.org address. [Instead, you should access the saved document from your laptop or desktop.]
- iii. If you are forwarding the scan and the scan contains confidential or highly confidential information (personal or business), please ensure that you add

[acsencrypt] before the message (with a space between [acsencrypt] and the next word in the subject).

- iv. If the scan contains sensitive personal information, please delete the attachment from your email as soon as possible.
 1. If you are sending from your desktop, you can delete the attachment and keep the email chain.
 2. If you are working from your phone, you will need to delete the entire email.
 3. If the document contains highly confidential information (business or personal), it is recommended that you move the document to an approved storage system (e.g., secure shared drive) as soon as possible. *Note, however, that paper documents containing highly confidential information should still be maintained in a way to protect confidentiality. (Ideally, the documents should be stored in a locked drawer, but if no such option exists, a large envelope or folder to hide the contents may be used in the short term until they can be shredded.)*
 4. If you do not need to keep the paper document, please ensure that it is securely destroyed. [If the document contains highly confidential information, do not simply throw the document into your trash can. Shredding is the appropriate means of disposal.]

(6) If you need to locate the document in the ACS environment (i.e., using your laptop), you should open your OneDrive files and search for the “Office Lens” folder. A copy of your scan should appear here.

