

UNI SA Secure Mail Opening Process

All University of South Australia external mail is received by Decipha at their secured and controlled Unley facility which is monitored by CCTV cameras.

1. Within the sorting process done by Decipha some University mail is identified with no address details (i.e. no department name) or without a name (i.e. staff name) which is unable to be identified from the Universities staff directory.
2. This mail is put to one side.
3. Unidentifiable mail is shown to Supervisor.
4. If mail is still determined as unidentifiable then it is slit once in order to extract contents to determine destination.
5. Once a name or department name is found then contents are re-sealed in envelope with Decipha screened tape to identify that the mail has been opened to determine destination.
6. The mail item is sorted to appropriate destination as determined from details within the envelope.