

Guidance for sharing personal information by **FAX**

If you are faxing to a known safe Haven/ Secure Fax, you do not need to follow any instructions. If not then just follow these steps.

Telephone the recipient of the fax (or their representative) to let them know you are going to send confidential information

Ask them to acknowledge the receipt of the fax

If appropriate, request a report sheet to confirm that the transmission was successful

This Guidance relates to Data Protection Principle 7 and Caldicott Principle 4

Double check the fax number

Make sure your fax cover sheet states who the information is for, and mark it 'Private and Confidential'

Use pre-programmed numbers wherever possible