



6.G-2008 Security of Facsimile Transmissions Policy

1. Purpose

To ensure that information transmitted or received by fax manner designed to protect the confidentiality of information and anonymity of individuals, in compliance with the privacy rules in Alberta's *Personal Information and Protection Act*.

2. Policy

The University shall take every reasonable security measure when transmitting or receiving confidential or personal information by fax machine. The precautions taken shall be appropriate to the sensitivity of the information transmitted or received. This applies to the institution of St. Mary's University as well as any person or organization providing services on our behalf. A copy of this policy is provided to any individual on request.

3. Procedure

University fax machines shall be located in a secure area with controlled access and shall not be used to transmit and receive confidential or personal information unless the following precautions are taken:

3.1 Sending

- 3.1.1 Always use a fax cover sheet that clearly identifies the sender, the intended recipient and the total number of pages being sent. The cover sheet should also be marked "Confidential".
- 3.1.2 Confirm that the fax may not be seen by individuals other than the intended recipient by telephoning before transmission to verify:
 - That the fax number is correct;
 - That the intended recipient is either available to receive the fax immediately;
 - That the fax machine is located in a secure location with controlled access;
 - That the material will be secured upon arrival.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Board of Governors	Human Resources	No Date	No Date	Every 5 years

- 3.1.3 Check the number displayed on the screen for accuracy after dialing and before proceeding with transmission.
- 3.1.4 When using pre-programmed fax numbers, double-check the fax number to which the document is being transmitted before sending the fax.
- 3.1.5 Retrieve material from the fax machine as soon as it has been processed for sending.
- 3.1.6 Check the fax transmission report to ensure correct transmission and to enable fast action if information was not transmitted correctly.
- 3.1.7 When transmitting especially sensitive material, confirm receipt of the information by calling the recipient after transmission or by having the recipient call when the fax is received.
- 3.1.8 If personal information is mistakenly faxed to the wrong person or is otherwise compromised, notify the Assistant Vice-President Human Resources.

3.2 Receiving

- 3.2.1 If a fax containing personal or confidential information is received in error, notify the sender immediately and return or destroy the information as requested by the sender.
- 3.2.2 If a confidential fax is anticipated, be available to receive the fax immediately and ensure that the material is secured upon arrival.
- 3.2.3 Check the number of pages actually received against the cover sheet.
- 3.2.4 Telephone the sender to confirm that the fax was received.