# 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 receipt of the fax

Double check the fax number.

Use pre-programmed numbers wherever possible.

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

If appropriate, request a report sheet to confirm that transmission was OK.

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

With acknowledgements to East Surrey Local Health Community