

Records Management Office Documentation

Version	Date of Change	Notes	Editor
3.0	29/01/2019	Font and template change	Annette Reeves
3.1	14/02/2019	Fax number corrected	Annette Reeves
3.2	10/03/2021	Reviewed – small grammatical errors corrected	Phil Oakman

Guidance on Sending a Fax

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Data Protection guidance - Sending a Fax

What should University staff do?

When sending, receiving or storing faxes containing personal and sensitive personal information care must be taken to ensure that the information they contain remains secure. Following this best practice guidance will prevent the University incurring a monetary judgement for being in breach of the General Data Protection Regulation (GDPR) 2016 and/or the Data Protection Act 2018.

- Use preset (autodial) numbers – enter and store numbers into the fax machine rather than manually input them each time a fax is sent
- Audit the numbers stored in the fax machine for accuracy
- Always use a fax header sheet (or cover sheet) that includes a disclaimer explaining to recipients what to do if a message is received in error
- Keep a log of secure faxes being sent and received
- If information contained is especially sensitive, phone ahead and alert the recipient that a fax is to be sent and send a blank sheet of paper first to ensure that the fax is being sent to the correct number
- Always obtain a confirmation receipt from the recipient
- Consider alternative secure ways of sending information – encrypted file transfer for example
- Make sure that all papers are removed from the fax machine after the information has been sent
- If sending a fax on behalf of a student obtain a signed consent form



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FAX SHEET

Information Services

FAX NUMBER:

01604 720636

Date

From

To

Fax Number

No of pages including cover

Message

.....

.....

.....

Sent by

This fax is private and may be confidential and is for the intended recipient only. It may also be legally privileged. If you are not the intended recipient you may not copy, print, distribute, disclose or use any part of it. If you have received this fax in error, please destroy it (including all copies) and notify the sender immediately at the above address.

Fax Cover Sheet

Date

From

To

Company

Fax Number

No of pages including cover

Message

.....

.....

Sent by

I have requested that this fax be sent on my behalf by the University of Northampton. I understand that communications by fax cannot be guaranteed to be timely, secure and error free and that the University will not accept liability for any errors or omissions.

Signature

This fax is private and may be confidential and is for the intended recipient only. It may also be legally privileged. If you are not the intended recipient you may not copy, print, distribute, disclose or use any part of it. If you have received this fax in error, please destroy it (including all copies) and notify the sender immediately at the above address.