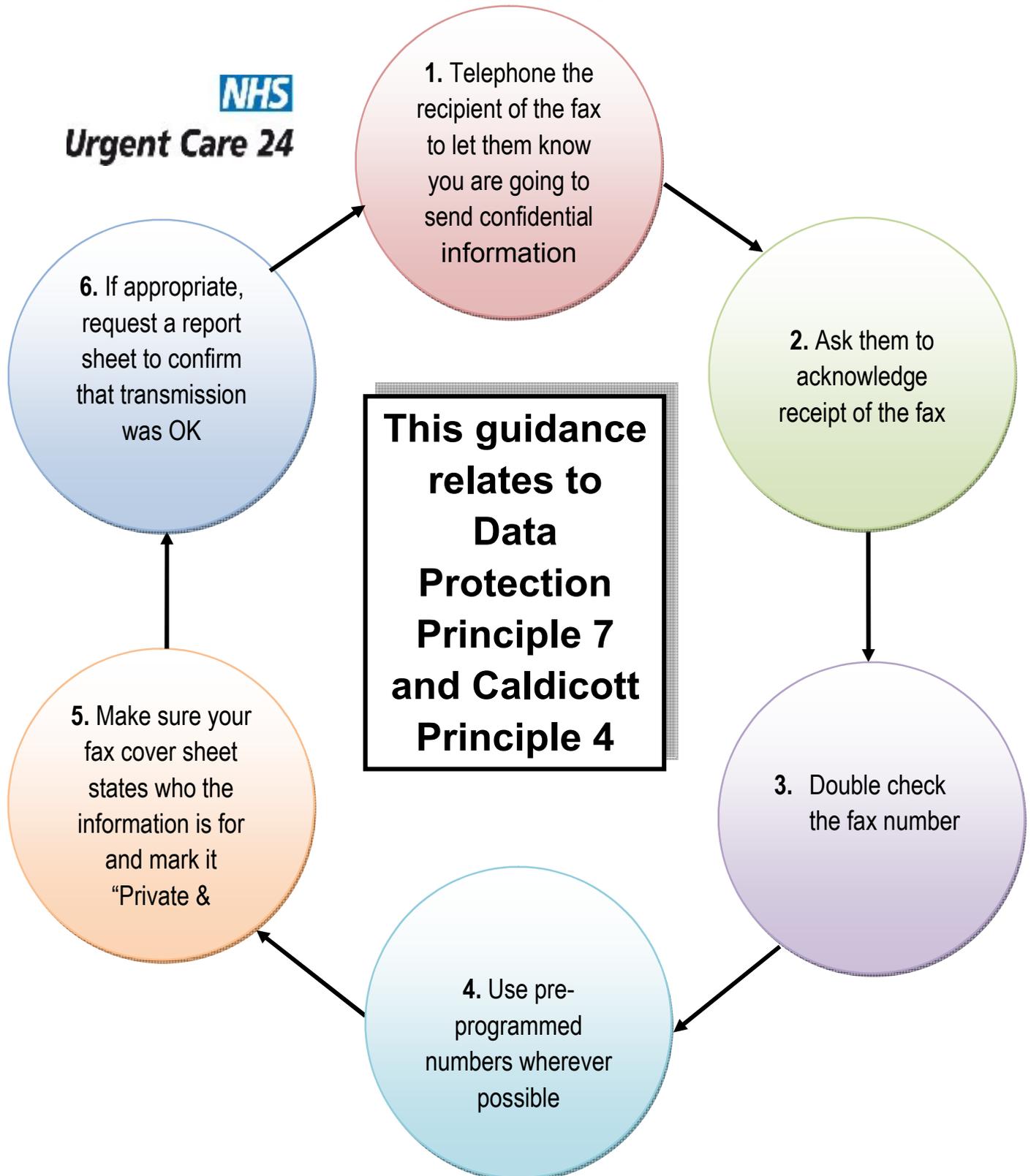


Guidance for sharing personal information by **FAX**

If you are faxing to a known Safe Haven/Secure Fax, you do not need to follow these instructions

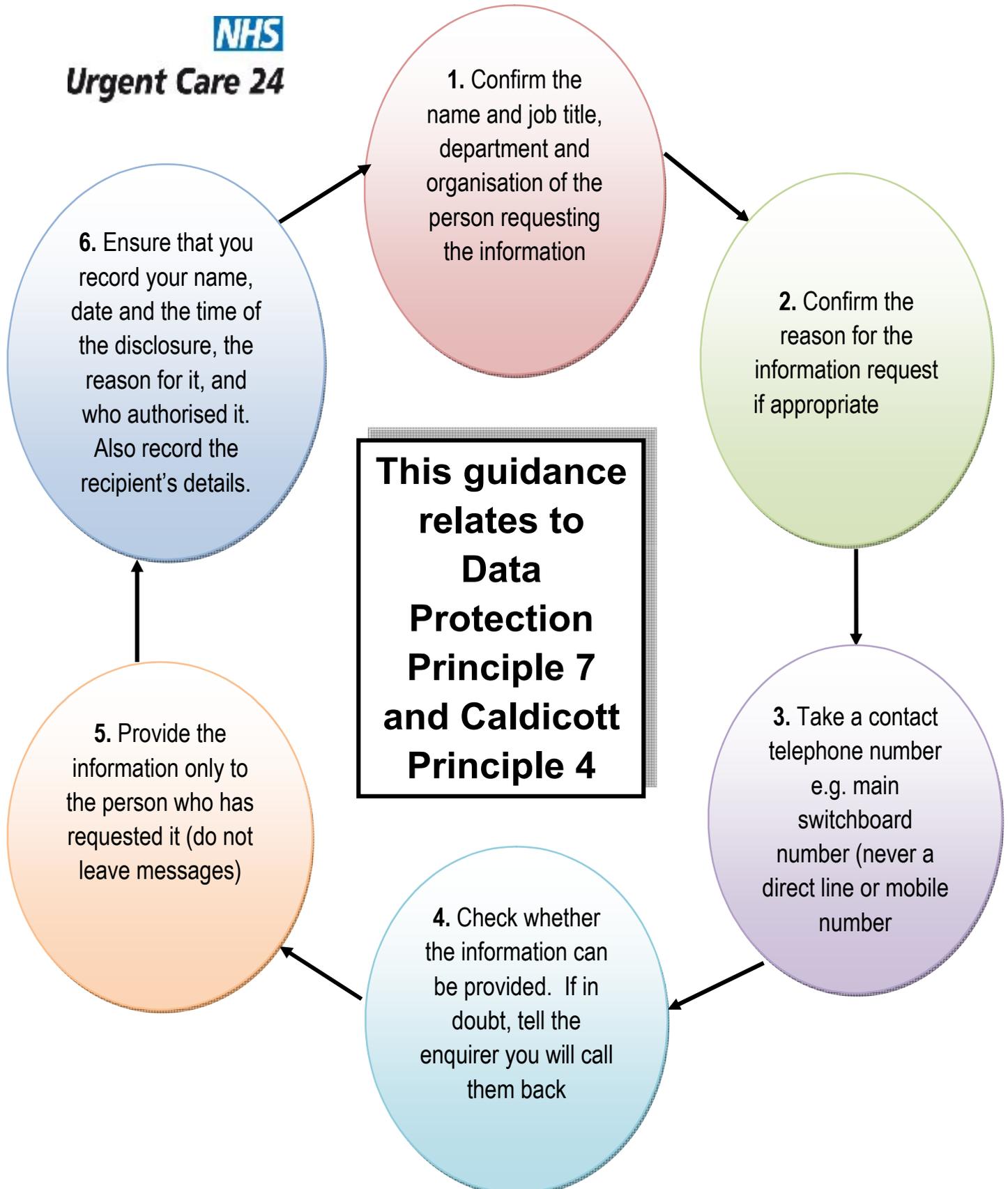
NHS
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Guidance for sharing personal Information by **PHONE**

NHS

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Guidance for sharing personal information by **POST**

NHS
Urgent Care 24

1. Confirm the name, department and address of the recipient.

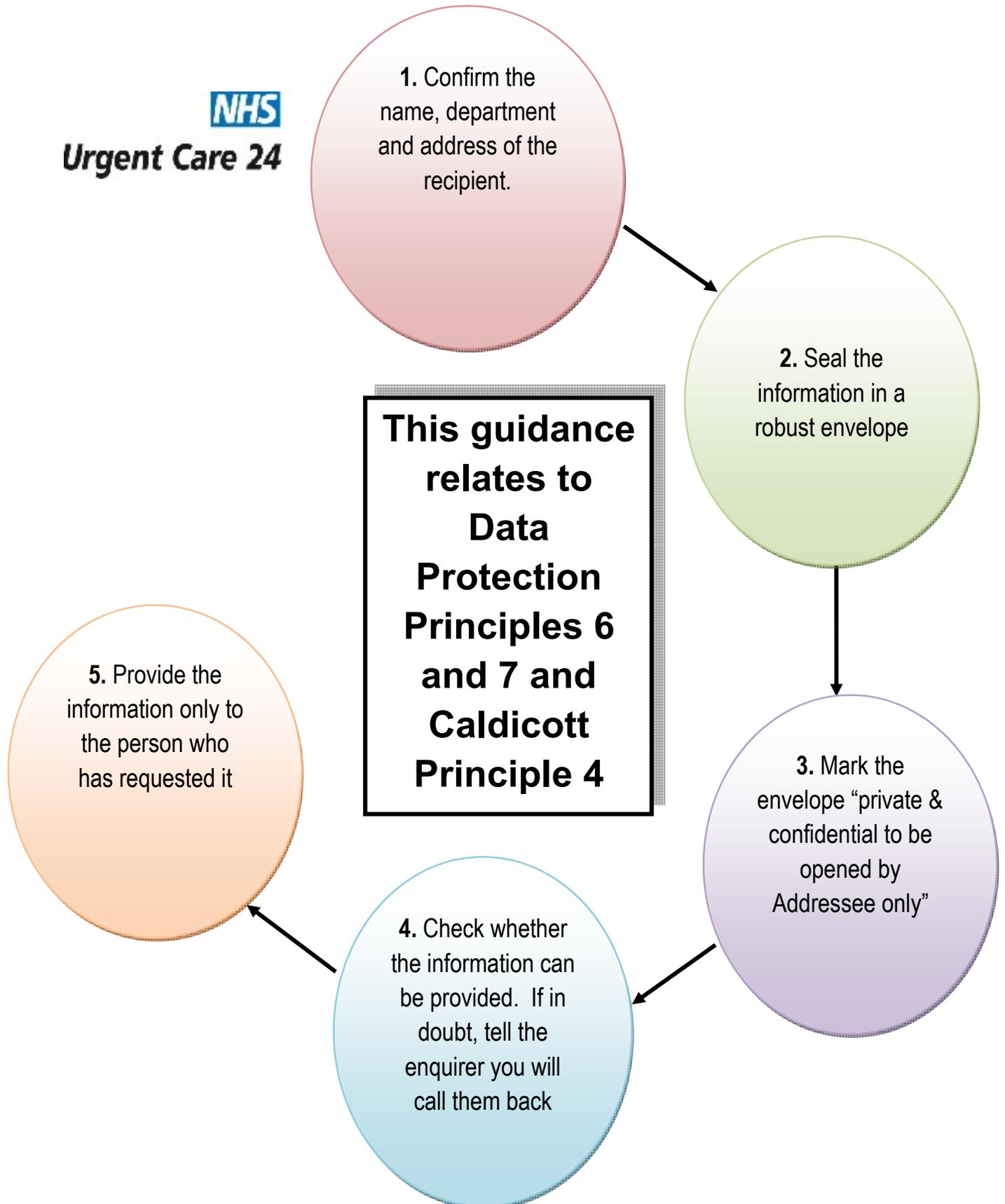
2. Seal the information in a robust envelope

3. Mark the envelope "private & confidential to be opened by Addressee only"

This guidance relates to Data Protection Principles 6 and 7 and Caldicott Principle 4

5. Provide the information only to the person who has requested it

4. Check whether the information can be provided. If in doubt, tell the enquirer you will call them back



Guidance for **TRANSPORTING** Personal information

NHS

Urgent Care 24

1. Personal identifiable information should only be taken off site when absolutely necessary, or in accordance with

2. Record what information you are taking off site and why, and if applicable, where and whom you are

3. Information must be transported in a sealed container

This guidance relates to Data Protection Principle 7 and Caldicott Principles 4 and 6

4. Never leave personal identifiable information unattended.

5. Ensure the information is returned back on site as soon as possible.

6. Record that the information has been returned

