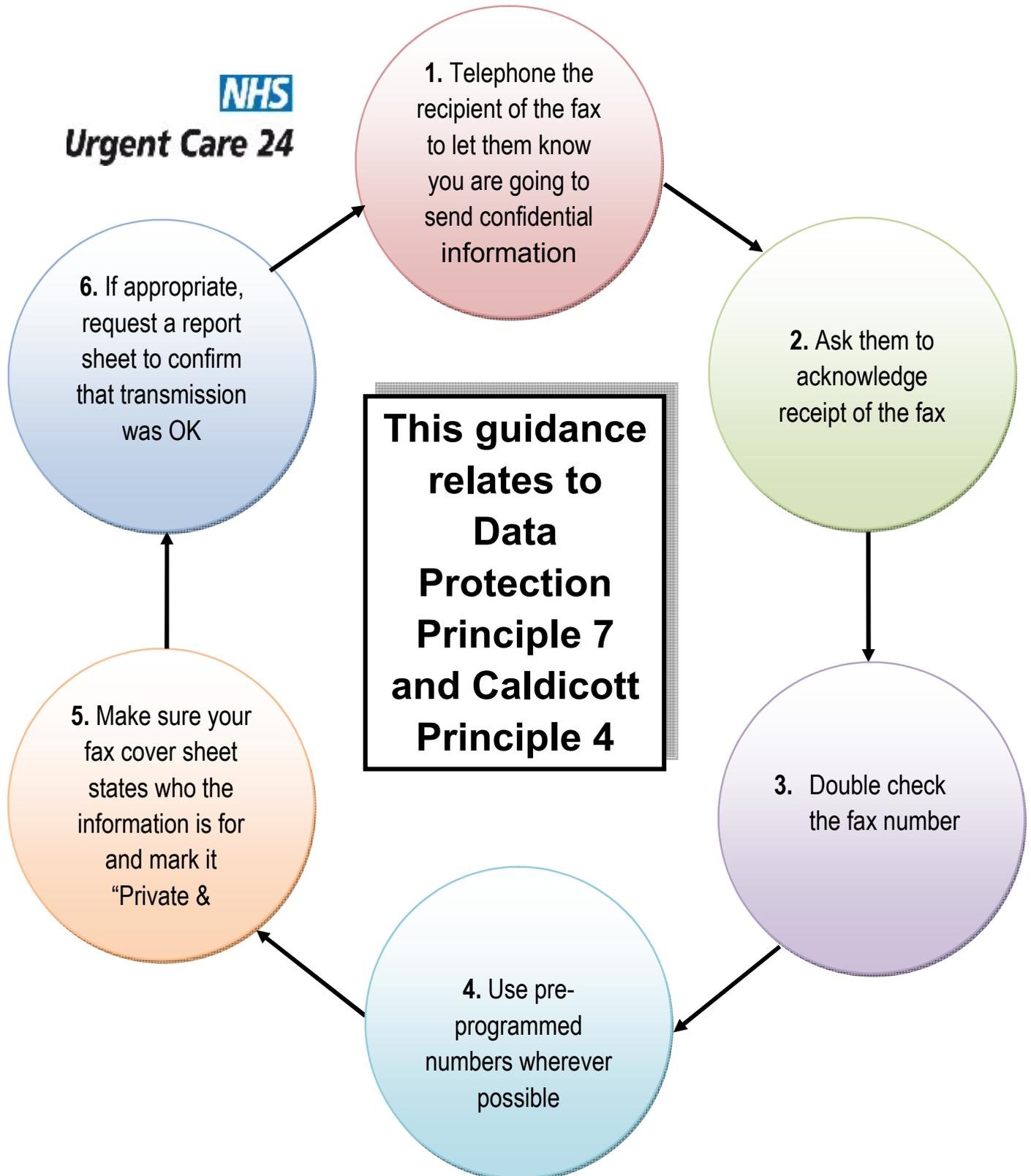


# Guidance for sharing personal information by **FAX**

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

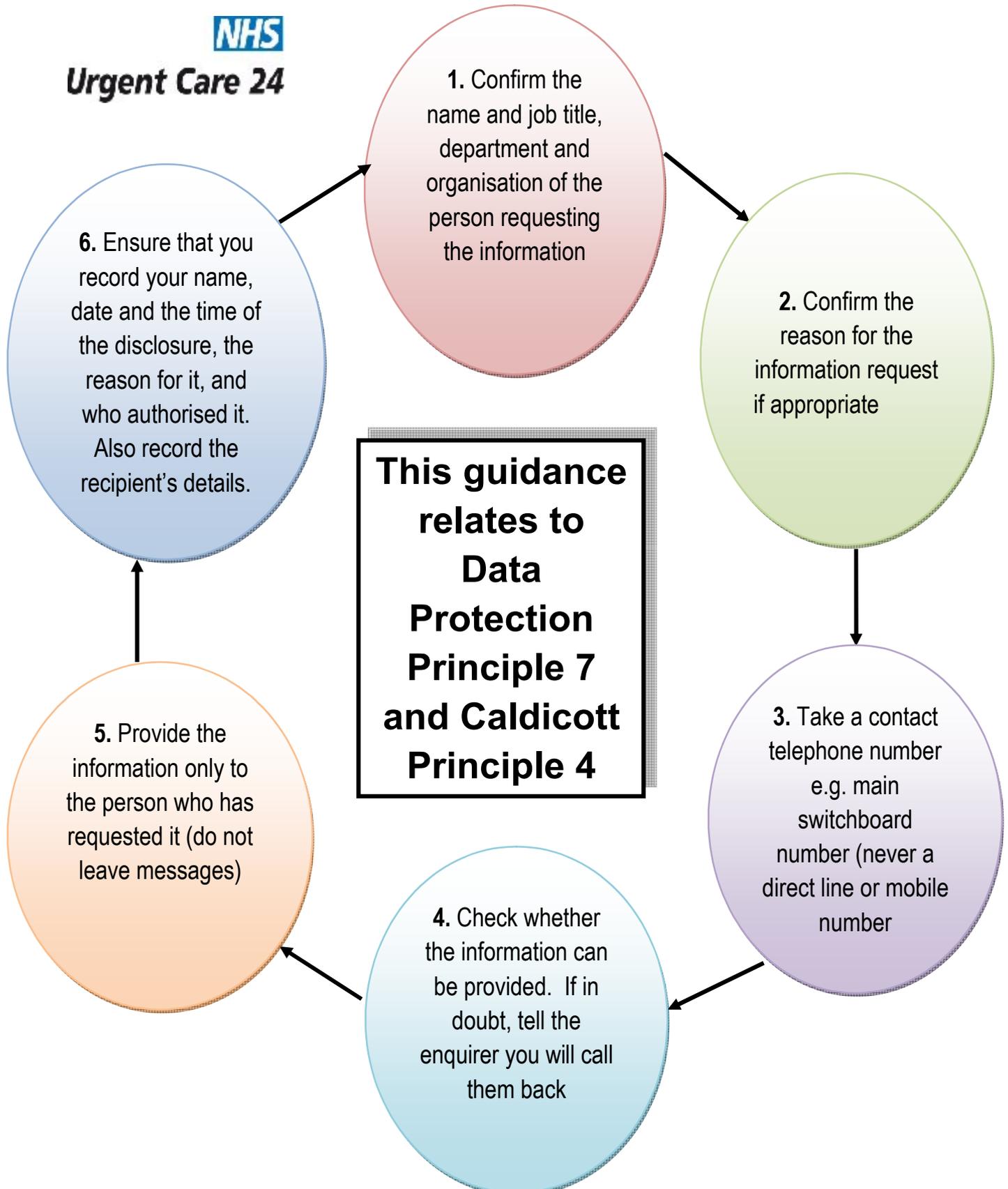
**NHS**  
**Urgent Care 24**



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

**NHS**

**Urgent Care 24**



# Guidance for sharing personal information by **POST**

**NHS**  
**Urgent Care 24**

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

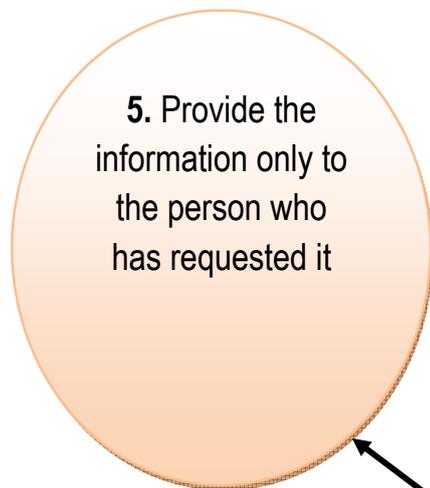
2. Seal the information in a robust envelope

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**

