

# PRIVACY & SECURITY INFORMATION NOTICE

RAISING AWARENESS ABOUT THE IMPORTANCE OF PROTECTING  
THE PRIVACY & SECURITY OF SENSITIVE INFORMATION

## **Faxing From Your Desktop and Protected Information 04/27/2007**

The recent addition of the ability to fax information directly from your desktop causes concern when you are sending sensitive information. While the new technology is easy to use it does not diminish our responsibility in protecting the information. The same simple rules apply whether you are using traditional fax or the new technology.

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The proper precautions are as follows.

1) Consider if it's appropriate to use fax technology. Just because it's easy does not always make it appropriate. Have a good business reason for using the technology.

2) Double check the fax number so that you KNOW where it is going. Fax numbers change and entities move offices so you should keep up to date with your business partners.

3) If the information is of an extremely sensitive nature, call ahead to make sure the intended recipient is there to receive a fax. Not all businesses have private areas for a sensitive fax to arrive. They may receive them in a "common" area that is not protected and your information might be read, captured and then distributed anywhere to anyone.

4) When critical, call to see if the fax arrived. Just as setting up a fax for sensitive receipt, checking to see that it actually arrived becomes just as important. You could request a return call upon receipt in your cover page.

5) Use a cover with official header and a disclaimer. This way when it arrives it looks official, sounds official and has better chance of going exactly to the person you intended.

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IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:

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