



SIMON FRASER UNIVERSITY
Policies and Procedures

Date
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Revision Date

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Security of Facsimile Transmissions

Purpose

5. When transmitting or receiving very sensitive material, the sender would confirm receipt of the faxed information by calling the recipient after transmission or have the recipient telephone the sender when the fax is received.
6. Check the fax transmission report to ensure correct transmission and to enable fast action if information was not transmitted correctly. Program the fax machine to print a fax activity history report every 30 to 50 transmissions.
- 7.

Appendix A

Simon Fraser University
8888 University Drive
Burnaby, B.C. V5A 1S6
Facsimile Transmission

To:

Fax #:

Phone #:

From:

Fax #:

Phone #:

Date:

No. of Pages (including this cover page):

This fax communication is intended only for the use of the addressee and may contain information which is privileged and confidential. If you are not the intended recipient, you are hereby notified any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone, and return the original to us by mail. Thank you.

Material Confidential? Yes No

Message:

If you do not receive this document