

## 3.1 Fax and Postal Policy

### 1. Incoming Mail

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This procedure is to ensure that all incoming mail is correctly and promptly dealt with and that confidentiality is not compromised.

All incoming mail however addressed will be opened and recorded and managed as required; this includes any items marked as Private and Confidential.

The Receptionist should open **ALL** mail, whether addressed to a specific individual or the company.

All items must be stamped with the date.

All information contained in the incoming mail must be treated as confidential.

### 2. Information Sent/Received by Fax

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The company have access to fax machines that are maintained in secure locations however the preferred method to send and receive secure data is via encrypted email. This system is fully compliant with Data Protections Act 2018, (GDPR).

#### Review dates

Date of next Review: May 2021

Review Date: May 2020

#### Revision History

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Date last updated: May 2020

Date of next review: May 2021

Date of release: December 2018

**End**