

***Ottawa Health Science Network Research Ethics Board (OHSN-REB) /
Conseil d'éthique de la recherche du réseau de science de la santé d'Ottawa (CÉR-RSSO)***

Instructions for Use of Fax

Where possible, the use of fax to send sensitive information should be avoided. If fax must be used, the REB application must outline the use of fax as a method of secure file transfer (SFT).

When sending documents to potential/existing participants via fax:

1. Use cover sheets when sending faxes containing sensitive information that include:
 - a. An easy-to-see label indicating that the information is confidential;
 - b. Name and fax number of the recipient;
 - c. Date the fax is sent;
 - d. Total number of pages;
 - e. Name, telephone, and fax number of the sender; and
 - f. Instructions about what to do if the person receiving the fax is not the intended recipient.
2. Call the recipient ahead of time to inform them that a fax is about to be sent and verify the fax number before sending.
3. Sent faxes must be removed from TOH/UOHI fax machines as soon as possible. **Faxes must not be sent on any study staff's personal device.**
4. Where feasible, TOH/UOHI fax machines must be in secure areas that are not accessible to patients or other members of the public.
5. If the recipient must fax something back, inform them that they must use a cover page in front of the document they are faxing back.

When receiving documents from potential/existing participants via fax:

1. Received faxes must be removed from TOH/UOHI fax machines as soon as possible. **Faxes must not be accepted on any study staff's personal device.** If working remotely, coordinate with other research team members to decide on a regular schedule to check the fax machine.

Resources:

- Corporate Standard Operating Procedure: Secure Transfer of Information