

Make Time @Work for IM!



Employees are responsible for managing and protecting the government information they use to do their jobs. The Office of the Chief Information Officer (OCIO) is asking you to take a minute at the beginning of your meeting to review this Information Management (IM) best practice. Remember, small changes in the way you work can make a big impact on our compliance with government's IM requirements.

Manage Your Fax

There have been many cases reported in Canada where personal or confidential information has been compromised as a result of errors made when transmitted through a fax machine. If your workgroup tends to fax information frequently:

- ◆ New multi-function document devices have the ability to scan information to email as an alternative to fax. Check out the options available in your work area. There may be a more secure method than fax to transmit this information
- ◆ Create a standard fax cover sheet and place copies near the machine for easy access. Include:
 - ◆ The name, title and organization name of both the sender and the recipient
 - ◆ The total number of pages faxed
 - ◆ A disclaimer stating that the information in the fax is confidential and that the information should not be distributed, copied or disclosed to any unauthorized persons
 - ◆ Instructions for the recipient to follow if the fax is received in error
- ◆ Double check fax numbers to ensure that they are correct. Check to see whether frequently faxed numbers can be programmed into your machine.
- ◆ Notify the recipient that you are sending a fax so they are prepared. This is especially important if personal or confidential information is being faxed.

To learn more about IM Best Practices contact your departmental IM division or visit the OCIO website: www.ocio.gov.nl.ca

For more information visit www.ocio.gov.nl.ca
or email us at IM@GOV.NL.CA

