



M E M O R A N D U M

To : All James Hogg iCAPTURE Centre Principal Investigators, Staff and Students

CC: Kelly Ceron, Human Resources Coordinator
Melanie Hanson, Acting Operations Leader

From: Dr. Richard Hegele, Privacy Officer

Date: November 16, 2006

Subject: Fax and E-mail Communication

Dear iCAPTURE Centre Investigators, staff and students,

An article published in the September 2006 Privacy Law Reporter titled "Fax and E-mail Communication: Are you taking the necessary precautions?" confirmed the need for modifications to our fax and email processes. A copy of this article is available upon request.

Effective November 2006, the fax cover sheet will be modified to include a confidentiality notice. Please ensure you are using this updated fax cover sheet (as appended).

In addition, we will be attaching the following statement to all external e-mails sent from an mrl.ubc.ca e-mail address:

*****CONFIDENTIALITY NOTICE*****

This electronic message is intended only for the use of the addressee and may contain information that is privileged and confidential. Any dissemination, distribution or copying of this communication by unauthorized individuals is strictly prohibited. If you have received this communication in error, please notify the sender immediately by reply e-mail and delete the original and all copies from your system.

If you have any questions regarding this notice, please contact Jacqui Brinkman, Privacy Facilitator (x63461) or myself.

Kind regards,

Dr. Richard Hegele, Privacy Officer

