



POLICY MANUAL

Legal References: 	Policy Department: Administration
Cross References: 	Policy Number: A13
Adoption Date: August 10, 1998 Revision Date: September 25, 2017	Policy Title: Faxes and Photocopies <hr/> Review Date:

POLICY PURPOSE:
 Privacy of Individuals.

POLICY STATEMENT:
 All information either faxed in for an individual or photocopied for an individual will be kept confidential and out of the reach of the public.