

Register of Safe Haven Fax Machines Torbay Hospital

South Devon Healthcare NHS Foundation Trust has established safe haven administrative arrangements to safeguard confidential person-identifiable information when using fax machines. The term "safe haven" is considered to be a location within an organisation where confidential information is received, stored and sent in a secure manner. This includes having fax machines located in safe and lockable environments accessible only by members of staff who are aware of the Trust's policies and procedures surrounding safe haven sites. All confidential personal-identifiable information exchanged using fax machines should pass between safe haven contact points.

Note: The South Devon Healthcare NHS Foundation Trust's document entitled "Protocol for Transferring Person-Identifiable Information using the Safe Haven Principle" is currently under review.

To add / amend this list please contact the Data Protection Office on
01803 654868 or email: infogov.sdhct@nhs.net

Location (all Torbay Hospital)	Fax No (all 01803)
Anaesthetic Department, level 5	654312
Caldicott Guardian, Maternity, level 4	615472
Chemical Pathology	655206
Chief Executive's Office, Hengrave Hse	616334
Clinical Effectiveness, Room 12, Bowyer Building	655459
Critical Care Department, level 5	654594
Data Protection & Freedom of Information Office, Rm 5, Hengrave House	617162
Day Surgery Unit	654056
Dietetics Dept, Hengrave House	655587
Estates & Facilities Management, 1 st Floor, PA's Office	654417
Eye Clinic Laser Suite, level 2	654287
Eye Surgery Unit, level 3	655189

Finance Dept. 1 st Floor, Regents House	653366
General Theatres, level 5	655485
Haematology Dept, level 5	655248
Histology Printroom, Portocabin, level 2	655209
Litigation Dept, Room 65, Hengrave House	615767
Maternity Dept, Secretaries Office, level 4	654651
Maternity, Directorate office, level 4	654629
Medical Electronics Dept, Medical Devices Support Services, Old Stores Building	614051
Medical Personnel, Human Resources, Hengrave House	655708
Medical Records Library	654662
Medical Records, The Bungalow	654815
Microbiology Lab, level 3, Pathology Dept	655235
Paediatrics, 2 nd Floor, Vowden Hall	617174
Patient Transport Services Call Centre	654307
Radiology Call Centre, level 1	655747
Radiology Reception, main office, level 2	65564
Special Theatres, level 5	655484
Surgical Services Portacabin	655062
Switchboard, level 4	655798
Transport Services	654398