



Electronic Transmission of Documents Procedure

Effective: 19/12/2019

1. Guiding Principles

The purpose of this procedure is to prescribe the methods of transmission of electronic documents in line with the relevant policies. This procedure pertains to documents borne electronic and digitised.

This procedure is binding for all WACHS employees, volunteers and contractors, further referred to as employees.

2. Procedure

WACHS electronic documents are to be stored in the official Electronic Documents & Records Management System (EDRMS) Records Manager (RM) in line with the relevant policies. In the course of their work WACHS employees transfer electronic documents; this includes sending, sharing and receiving documents.

To ensure appropriate security and integrity of documents, the prescribed methods of transmission are to be used.

2.1 Internal transmission (between WACHS employees)

Electronic documents are to be transmitted between WACHS employees using Records Manager functions, which ensure appropriate security and integrity of the documents.

Depending on the purpose or need, the following methods may be considered:

- 'open in RM' hyperlink or reference; this method accommodates the document edit history and integrity and allows to provide the context of the document.
- read-only hyperlink: this method is appropriate for intranet pages. It enables access for employees who do not yet have access to Records Manager but it may result in circulation of uncontrolled copies.

Access to documents via hyperlinks or references is mandated by security restrictions applied to the source document in RM and may be adjusted to suit the need.

1.1 External transmission (between WACHS and other organisations)

Transmission of electronic documents between WACHS and other organisations (outside of WA Health network) must be undertaken in consideration of the nature of the information contained within.

Where the information transmitted is confidential or personal, secure methods must be used. This especially applies to any patient information being transmitted for purposes such as medico-legal matters or legal advice, Freedom of Information / release of information transfers, external reviews and others.

[WA Health Information Security Policy](#) prescribes two secure methods:

- [My File eXchange \(MyFX\)](#) – ad hoc use
- [My File Transfer \(MyFT\)](#) – regular use (licence fees apply).

Where the information transmitted is not considered confidential or personal, email is an acceptable method of transmission.

3. Definitions

Confidential information	Information that an individual has disclosed in a relationship of trust and with the expectation that it will not be used or divulged to others in ways that are inconsistent with the understanding of the original disclosure and without permission.
Document	Any text document, calculation sheet, image, map or any other document produced, sent or received by a WACHS employee, whether it is borne electronic or digitised (scanned or digitally photographed)
Personal information	(As stated in the Health Services Act 2016 (WA)) Has the meaning given in the <i>Freedom of Information Act 1992 (WA)</i> in the Glossary clause 1: information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead - <ul style="list-style-type: none">• whose identity is apparent or can reasonably be ascertained from the information or opinion; or• who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.

4. Roles and Responsibilities

Responsibility for selecting the appropriate prescribed method to transmit electronic documents remains with the employee who undertakes the transmission (the sender).

5. Compliance

This procedure is a mandatory requirement under the WA Health Code of Conduct and *Health Services Act 2016*.

Failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Integrity Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (WA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System.

[WACHS Records Management Policy](#)

7. Evaluation

Monitoring of compliance with this document is to be carried out by Manager Records Management or delegated staff at least once a year using the following means or tools:

- internal review
- ad hoc audits.

8. Standards

[National Safety and Quality Health Service Standards – Standard 1.7](#)

9. Legislation

[State Records Act 2000](#)

[Electronic Transactions Act 2011](#)

10. References

Nil

11. Related Forms

Nil

2. Related Policy Documents

[WACHS Records Management Policy](#)

3. Related WA Health System Policies

[WA Health Code of Conduct](#)

[WA Health Information Security Policy](#)

4. Policy Framework

[WA Health Information and Communications Technology Policy Framework](#)

[WA Health Information Management Policy Framework](#)

[WA Health Integrity Policy Framework](#)

**This document can be made available in alternative formats
on request for a person with a disability**

Contact:	Manager Records Management (M. Roberts)		
Directorate:	Information Management & Technology	EDRMS Record #	ED-CO-19-101452
Version:	1.00	Date Published:	20/12/2019

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.

This information is available in alternative formats for a person with a disability.

© WA Country Health Service 2019

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.