

Confidentiality

In registering and thus being a client of Options LEC, we will hold information provided by you in *two* ways:

Client Registration Form	Who will see it?
The client registration form is signed by you as a client - this gives permission to LEC personnel to work on your behalf to progress towards training, education and employment opportunities. Additional information required by outside agencies / individuals will only be provided with your prior permission or upon your own request.	You may view your file at any reasonable time, upon written request to your mediator. This file is confidential to you and LEC personnel, and is stored and treated in a confidential manner. Files are shredded when a client has had no contact with the service for four years.

On the Client Electronic Database	Who will see it?
<p>The following information is stored:</p> <ul style="list-style-type: none"> • Contact details i.e. name, address, phone number & date of birth • Educational standards • Referral to • Training / Education • Job Placement • Date of appointments, phone calls and letters 	<p>LEC personnel and limited FAS personnel may access this information. Its purpose is to gather statistics, nationally on service users.</p> <p>Your personal history and experiences are not on this database</p> <p>If you are referred through the EAP Process Social Welfare may also access this information</p>

Limits to confidentiality:

- The Finglas Cabra Partnership has a child protection policy – if we are concerned that a child is being abused or at risk of being abused we are obliged to report this to the Health Service Executive.
- When there is a clear risk (through what you have said to a staff member) of you causing physical harm to yourself or others.

I understand the meaning of confidentiality within the Options LEC service.

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Signed:

_____ in the presence of _____ (LEC Staff)

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