

## **PROTECTING PRIVACY**



At Kerry's Place, we take protecting privacy seriously. Staff and volunteers sign an 'Oath of Confidentiality', which ensures that personal information about persons supported stays private and is never shared without proper authorization.



This includes Personal Health Information (PHI), which includes details about an individual's health record. This information is private and must always be handled with care.



We use several methods to protect the privacy of our persons supported, such as using their initials instead of full name when sharing information, password-protecting sensitive documents, and sharing documents only with authorized individuals.



We also get consent from persons supported or their SDMs if we take their photos, videos, or audio recordings (for clinical purposes, research, education, special events within the organization, or for safety).



Every person at Kerry's Place plays an important role in protecting the privacy and confidentiality of the individuals we support. Together, we create a safe and respectful environment!