

## **Confidentiality of Client Records Policy**

### **1. Purpose**

- a. The purpose of this policy is to ensure that Adult Life Training Inc, is in compliance with all applicable confidentiality requirements.

### **2. Scope**

- a. This document is to be used by the ALTI Inc. Director to establish a documented process for securing all Client private and personal information.

### **3. Procedure**

- a. All client information will be maintained within a locked filing cabinet within the ALTI Inc. office. Authorized access is restricted to the Director of ALTI Inc.
  - i. An individual's file may be reviewed by the assigned counselor prior to an appointment.
  - ii. Under no circumstances will the file be removed from the ALTI Inc. office.