

SWANSEA LASER CLINIC

CONFIDENTIALITY POLICY

This Policy will define the philosophy controlling issues of service user confidentiality within the clinic.

1. In the course of duties staff of Swansea Laser Clinic will be privy to confidential information concerning service users private affairs.
 - 1.1 It is a condition of employment within Swansea Laser Clinic that such information shall not be discussed to any unauthorised third party without express consent of the client.
 - 1.2 Confidential information will not be sought from a client unless a better care plan can be developed from it.
 - 1.3 The client shall be kept informed at all times of the outcome of confidential discussions by the staff concerning them.
 - 1.4 It is policy at Swansea Laser Clinic that the service user has the right to access his/her personal records at anytime.
 - 1.5 Staff will always consult their immediate supervisor or manager if they are unclear with respect to any item concerning confidentiality information that may have legal or criminal connotations.