



## Client Privacy and Confidentiality

**Family Service Regina is committed to protecting your personal information:**

- 1. We are responsible for your personal information.**  
Family Service Regina is responsible for the information which is gathered during the time you access services. Family Service Regina is equipped with policies to protect confidential information.
- 2. We collect this information for precise reasons.**  
Family Service Regina records information in order to be able to provide you with services, and to evaluate, manage and plan our services.
- 3. We ask you for your agreement before collecting, using and sharing your personal information.**  
Each client, or his/her authorized representative will have consent to our collecting and documenting personal information.
- 4. We will limit the amount of information collected to what is essential to provide service.**
- 5. We use personal information only to provide the services you have agreed to.**  
Family Service Regina will not use the personal information concerning you other than for the service we provide, for the evaluation or the management or the planning of services, unless you give agreement for other uses.
- 6. We protect your personal information.**  
Family Service Regina will protect the information concerning you to ensure your confidentiality, unless we are obligated by law to disclose information. You will always be notified if we have to disclose information due to legal requirements.
- 7. You can ask us questions about our policies and our practices regarding protection of your information held at Family Service Regina.**  
At your request, a member of our personnel can provide you information about our policies and practices for managing personal information.
- 8. You have the right to know the nature of the personal information we hold. You can view your files if you wish.**  
Through a request to our CEO, you may review you Counselling file in the presence of an authorized staff member.
- 9. If you have questions or concerns or want more information about how your personal information has been collected or used, or if you want to make a complaint, you can contact Family Service Regina's Privacy Officer at 306-757-6675**