

University of Prince Edward Island	Policy Number: FNDI-007
Policy Title: CONFIDENTIALITY	Pages - 3
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1. Purpose

To ensure interns in the UPEI Integrated Dietetic Internship Program understand their professional and legal obligation to maintain the confidentiality of all client/patient, employee, and organizational information. This protects privacy, supports ethical practice, and maintains trust in professional settings.

2. Scope

This policy applies to all interns enrolled in the UPEI Integrated Dietetic Internship Program who may have access to confidential information during academic coursework, practicum placements, or other program-related activities.

3. Responsibility

- **Interns** are responsible for understanding and adhering to this policy, maintaining confidentiality at all times, and reporting any actual or suspected breaches promptly.
- **Preceptors/Placement Supervisors** are responsible for providing guidance on placement-specific confidentiality requirements, monitoring intern compliance, and reporting breaches as appropriate.
- **Professional Practice Coordinator** is responsible for oversight of intern adherence to confidentiality policies, providing support and guidance, and taking appropriate action in response to breaches.
- **Foods and Nutrition Program** is responsible for ensuring all interns receive orientation to confidentiality requirements and for reviewing this policy regularly to maintain compliance with professional standards and legislation.

4. Policy

Interns in the University of Prince Edward Island Integrated Dietetic Internship Program who have access to client/patient, employee, or organizational information must maintain the confidentiality of that information at all times.

Confidential information may only be accessed, used, or disclosed within the scope of the intern’s professional duties, in accordance with:

- Applicable Prince Edward Island legislation governing privacy and personal health information;
- Policies and procedures of the practicum placement organization;
- University of Prince Edward Island policies; and
- The College of Dietitians of Prince Edward Island (CDPEI) [Code of Ethics](#) and [Standards of Practice](#).

Failure to comply with this policy may result in disciplinary action, including termination from the practicum placement and/or dismissal from the internship program.

5. Procedure

- Interns must review the Confidentiality Policy and Procedures during program orientation.
- Interns must sign the **UPEI Integrated Dietetic Internship Pledge of Confidentiality** prior to beginning any practicum placement.
- Interns are required to comply with any additional confidentiality agreements, privacy training, or policies required by their practicum placement organization.
- Confidential information includes, but is not limited to:
 - Personal health information of clients/patients;
 - Information about an individual's diagnosis, treatment, care, or service use;
 - Knowledge that an individual is receiving services or is present in a health care facility;
 - Employee or organizational information not publicly available; and
 - Information in written, verbal, electronic, visual, or observed form.
 - All information related to an identifiable individual must be treated as confidential.
- Interns must follow all organizational confidentiality policies and procedures at their practicum sites.
Interns must comply with [section 2.3 of the College of Dietitians of Prince Edward Island's Code of Ethics](#), which requires the protection of patient confidentiality and privacy.
- Disclosure of confidential information is permitted only when authorized by policy, consent, or law.
- Interns must not store personal health information or confidential organizational information on personal devices (e.g., phones, laptops, tablets, cloud storage) unless **explicit written permission** is provided by the practicum placement preceptor or organization.
- Interns must follow all placement-specific policies regarding electronic documentation, email, and information systems access.

- Interns must not share or post any confidential client, patient, staff, or organizational information on social media or public platforms.
- Where applicable, interns must ensure that any confidential information accessed during a practicum placement is removed from personal devices immediately upon completion of the placement.
- Interns must return or securely dispose of any placement-owned materials in accordance with organizational policy.
- Any actual or suspected breach of confidentiality must be reported immediately to the placement preceptor and the Professional Practice Coordinator.
- Breaches will be addressed in accordance with UPEI policies and may result in disciplinary action, including removal from the practicum placement or dismissal from the internship program (refer to the Termination Policy)

6. Review

This policy will be reviewed annually by the Foods and Nutrition Program to ensure ongoing compliance with legal requirements, professional standards, and best practices for confidentiality in health and educational settings. Updates will be communicated to all interns, preceptors, and program staff.

UPEI INTEGRATED DIETETIC INTERNSHIP PROGRAM

PLEDGE OF CONFIDENTIALITY

I have read and understand the Confidentiality Policy and Procedures outlined in the UPEI Integrated Dietetic Internship Program Policies and Procedures Manual.

I acknowledge that all information relating to patients/clients, staff, and organizational operations to which I may have access during my internship is confidential. I agree not to disclose such information except as authorized by policy, consent, or applicable law.

I understand that failure to comply with this policy may result in disciplinary action, up to and including dismissal from the internship program.

Date

Signature