



MEC LLC Statement of Privacy and Confidentiality

Based on the American Psychological Association's

'Ethical Principles of Psychologists and Code of Conduct', Standard 4: Privacy and Confidentiality

A. Maintaining Confidentiality

MEC LLC will take the strictest and reasonable precautions to protect confidential information obtained through or stored in any medium, recognizing that the extent and limits of confidentiality may be regulated by law or established by institutional rules.

B. Discussing the Limits of Confidentiality

(a) MEC will discuss with organizations with which we establish a professional relationship:

- the relevant limits of confidentiality and
- the foreseeable uses of the information generated through professional activities.

(b) Unless it is not feasible or is contraindicated, the discussion of confidentiality occurs at the outset of the relationship and thereafter as new circumstances may warrant.

C. Minimizing Intrusions on Privacy

MEC LLC will discuss confidential information obtained in our work only for appropriate professional purposes and only with persons clearly concerned with such matters.

D. Disclosures

(a) MEC LLC may disclose confidential information with the appropriate consent of the organizational client, the individual client, or another legally authorized person unless prohibited by law.

(b) MEC LLC may disclose confidential information without the consent of the individual only as mandated by law, or where permitted by law for a valid purpose such as to:

- provide needed professional services;
- obtain appropriate professional consultations;
- protect the client, consultant, or others from harm; or
- obtain payment for services from a client in which instance disclosure is limited to the minimum that is necessary to achieve the purpose.

E. Consultations

When consulting with colleagues, MEC LLC will do not disclose confidential information that reasonably could lead to the identification of a client, participant, or other person or organization with whom we have a confidential relationship unless we have obtained the prior consent of the person or organization or the disclosure cannot be avoided, and will disclose information only to the extent necessary to achieve the purposes of the consultation.

F. Use of Materials for Purposes Beyond the Original Project

MEC LLC will not disclose in our writings, lectures, or other public media, confidential, personally identifiable information concerning, students, participants, organizational clients, or other recipients of our services that we obtained during the course of our work, unless (1) we take reasonable steps to disguise the person or organization, (2) the person or organization has consented in writing, or (3) there is legal authorization for doing so.