

Policy	Protection of Privacy of Information
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Sodexo ensures the importance of protecting interns' privacy. Only the intern, Internship Director or Assistant Internship Director will have access to the intern's file. Preceptors will have access only to those portions of the intern's file deemed necessary by the Internship Director for the provision of appropriate supervision and evaluation of the intern.

In the case of an intern whose performance is in question, the Internship Director will have the authority to share portions of the file with a select committee in order to aid in reviewing the intern's performance and make a determination regarding the eligibility of the intern to continue in the program. Personal information about an intern may be released outside of Sodexo only with the written consent of the intern, except to verify employment or student status or satisfy legitimate investigatory, regulatory or other legal obligations.

Personal records for all dietetic interns currently admitted to the program and former interns who have graduated will remain on file in the office of the Director of the Dietetic Internship Program. Only information pertinent to maintaining regulatory agency compliance and accreditation status of the program will be retained indefinitely. Information not retained for these purposes will be destroyed.