



proibhinse fhroinsiasach na h-éireann

franciscan province of ireland

provincial office – 4, merchants' quay – dublin 8 – ireland

Franciscan Province of Ireland Access Policy

The Franciscan Province of Ireland has an ethical responsibility to maintain the highest standards of confidentiality in the safeguarding of information. Data Protection confers certain obligations on the Province in relation to how personal and sensitive information is collected and used. Therefore, the highest standards of care are enforced with regard to **Access** to all Franciscan Records in particular those relating to allegations which are...

- Securely locked into a safe in a locked Room.
- Files can be accessed by the Minister Provincial, Franciscan Designated Officers for Safeguarding and Data Protection Officer.
- Requests for Access to records must be in writing to the Minister Provincial giving reasons for request. (see Access Request Form available to download under Policies on our website, www.franciscans.ie)
- Computer records relating to allegations are password protected and encrypted and backed up to a central server.

Signed:

Aidan McGrath OFM
Minister Provincial
Franciscan Province of Ireland.

Date: May 2018

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Review: June 2016
Updated: June 2017
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Next Review: June 2019