



USING CONFIDENTIAL DATA IN YOUR PORTFOLIO

When compiling your portfolio, there may be times where you wish to use a piece of evidence containing confidential data. This simple guide can be used to support you with how to do this ethically.

It may not be possible to find documentary evidence for everything you do (for example if your work is of a confidential nature or the document in question does not clearly demonstrate your input).

In these cases you may find it useful to:



- Use the supporting statement to expand on what is missing or unclear, and why
- Use other forms of indirect evidence, such as coverage of the event or a testimonial from a colleague or client

This can then be used alongside evidence of other activities you have undertaken in this competency area.



You may also wish to present redacted documents, where personal or identifying information has been blocked out.

EXAMPLE OF REDACTED EVIDENCE

Client report

Name: [REDACTED]
 Date of birth: [REDACTED]
 Email: [REDACTED]

Consultation type

Weight management support

Consultation Summary

This is [REDACTED] third consultation. [REDACTED] has continued working through the plan we set together in our first consultation and is seeing consistent results.

We discussed how she is feeling and how she is progressing in relation to her SMART goals. She feels like her stress levels have decreased, especially around meal times now that she is implementing food prep on a Sunday. She feels this suits her lifestyle and gives her time back on weekdays. [REDACTED] is positive that this is helping her condition, [REDACTED] and has consulted her Doctor who has [REDACTED]

Redacting means 'blocking out' any identifying information, or information that may be harmful to the client if disclosed, when sending to third parties. Ensure you understand Data Protection, GDPR and ICO guidance, as well as any agreement you may have signed with clients or your workplace.

In this example client report, we have blocked out the clients personal details, such as their name and date of birth, as well as confidential information relating to their medical history.



ALL AfN assessors undergo training, sign a confidentiality agreement and submit a conflict of interest form to ensure confidential and ethical processing of data.