

26. Personal Profiles

- (a) Each person served by Spectrum will have a written profile containing personal information and emergency contacts as applicable and relevant to the services being provided. Personal profiles will be kept on the person's secure Sharevision site and are not to be copied or shared without the approval of the supervisor and the individual.
- (b) The supervisor will ensure that profiles are kept up-to-date, that revisions are made promptly, and that any outdated copies are destroyed.