

# Privacy Settings

## Clarity System Basics

### How to adjust privacy settings



Clients can request that their data be kept private in Clarity Human Services. If an agency is configured to share data with other agencies, the client record or its components can be made private upon request.

### Adjust privacy settings

#### 1 Search for client

Search for a client and locate the shield icon shown at the top right portion of the screen.

#### 2 Switch privacy settings

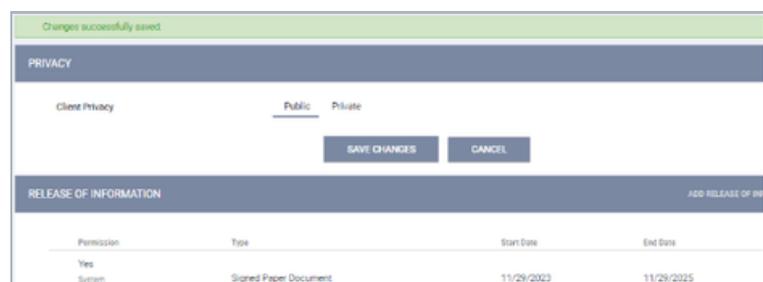
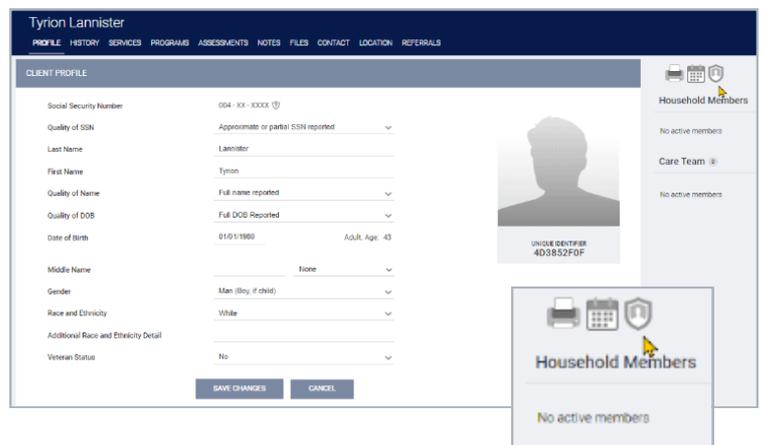
You can switch the privacy settings for the client record to be:

- Public
- Private

Save the changes and note that a message in green will appear saying: **Changes Successfully saved.**

#### 3 Verify changes

The record will now be private and will not appear in search results for staff members at other agencies.



#### Pro Tip

**Remember:** You cannot set client records to "Private" if they include services recorded by multiple agencies.