

Confidentiality Policy and Agreement

Confidentiality is maintained for all knowledge and information as described in the Confidentiality Agreement. To ensure confidentiality, all employees are required to review, confirm, and sign the Confidentiality Agreement.

Confidentiality Agreement

As an employee of (list child care provider name) _____, I may be provided with confidential information regarding the children in my care. As an employee with need-to-know access to child care information, I may have privileges to access confidential information about children and their families receiving School Readiness funding. Confidential Information may include, but is not limited to: social security number, email, date of birth, religion, marital status, salary and payroll information, home phone number and address, passwords, gender, ethnicity, citizenship, citizen visa code, veteran and disability status.

Procedure

Employees must review, confirm, and sign the Confidentiality Agreement. Employees agree:

- To respect the confidentiality rights of every child who attends this child care facility.
- Not to disclose confidential information without proper authorization or other than when it is necessary to carry out job duties.
- Not to access, report on, extract, or disclose information that is not required in their normal job functions and responsibilities.
- Not to discuss or otherwise communicate any form of information concerning the care or condition of any child with unauthorized individuals.
- That confidentiality applies equally to verbal information and information stored in information systems (databases) and on paper records. Written or printed information will be stored in a secure place and/or disposed of with proper regard for Confidentiality, following all legal requirements related to the information in question.
- Failure to abide by the child confidentiality requirements may result in my immediate termination.

Violations or suspected violations of the Confidentiality Agreement should be reported immediately. Reports from customers, providers, or community members are handled according to the CCR&R Complaint Policy.

Print Name: _____

Signature: _____

Date: _____