**Confidentiality Policy Statement**

Safeguarding the confidentiality of information and records pertaining to Promise Early Education Center children, families, and staff is of utmost importance. The term “record” refers to any information that is stored, including computer files and disks. All records containing personal information about children and families are kept in locked file cabinets at the child’s center or main office. Copies of enrollment information, health, disabilities, and other information needed to manage programs are kept with the appropriate manager at the main office at 269 Bates Street, Lewiston. At the end of the program year or when a child leaves the program, all records are sent to the main office. Records are retained for three to five years after the child has left the program. Records are then destroyed.

Staff members will share information when necessary to provide or coordinate comprehensive services for children and families. Information may be shared within their teams and with their supervisor and/or manager. If staff is unsure whether or not information should be shared, they will consult with their supervisor or a manager. Records can only be transferred or shared with other agencies or service providers with written permission from the parent or legal guardian unless otherwise mandated by law or FERPA/HIPAA regulations. Certain demographic, statistical, or composite information is shared as required by law with auditors and State and Federal agencies.

All parents and legal guardians have a right to access information from their own child’s records. Staff has the right to access information from their own records. Copies of information are obtained through a request in writing. A copying fee may be assessed.

All staff are mandated reporters of suspected child abuse and neglect. All reports shall be made by secured means of communication. When staff, such as a Family Educator must use a cellular phone to communicate with a parent or another staff person, the staff will announce that they are using a cellular phone and avoid discussing sensitive information.

Any information that is learned about a child, family, staff or potential staff member through participation in any classroom, program, function, committee, Policy Council or Board meeting is confidential information. This information will not be shared with other staff, parents, agencies, professionals, family or friends. If there is a need to discuss an incident or question an action, discussion with a manager will help determine whether further action is needed.

I have read, understood, and agree to abide by this confidentiality statement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name Signature of Agreement Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Witness Date