

CONFIDENTIALITY POLICY & PROCEDURES

All records and statistical information of the Parent-Child Development Corporation which pertain to services provided any individual shall be confidential and shall not be disclosed except to persons having a legitimate interest. No person, firm, corporation, or association is permitted to use any name or list of names obtained directly or indirectly through access to such records for commercial or political purposes, or to publish the name of any person receiving services. Also, all information pertaining to contributions, gifts, bequests, or other donations to the Parent Child Development Corporation shall be confidential and shall not be disclosed except to persons having a legitimate interest.

All student and client files will be kept in a locked file cabinet in the program office. File cabinet keys will be kept in a secure location.

All staff will use a sign-out sheet to record their name and date when reviewing, removing, or adding to any file.

No information on any client will be released to any outside agency without the prior written permission of the client.

All staff (paid or volunteer) will respect the privacy and confidentiality of clients at all times as they work with other staff to provide services. Client information will be available only to those staff involved in working with those particular clients.

All personnel and payroll records will be kept in a locked file cabinet accessible only by authorized personnel.

No personnel and/or payroll information will be released to outside agencies without prior written permission from the individual.

Staff will respect the rights and privacy of other employees.

A copy of this confidentiality policy shall be posted at each center site and work site.

I have read and understand the Confidentiality Policy and Procedures of the Parent Child Development Corporation.

Signature

Date