

Standard of Conduct: Confidentiality Policy

Policy No. 315



PSESD Early Learning program child and family records, paper or electronic, are confidential. Parents and legal guardians will be informed about their right to confidentiality and their right to access and review their child's and family's records in accordance to state and federal program standards and law. Please see Confidentiality procedures for instructions and guidance.

Written consent is necessary to share information with outside agencies. Exceptions include CPS reporting, subpoenas by a court of competent jurisdictions, and any case in which state/federal disclosure law requires.

Those who may have access to child or family information include center staff, PSESD staff and consultants, Department of Children, Youth, and Families (DCYF) staff, and Federal, State, or USDA reviewers, to the extent it is necessary for the performance of their duties. Emergency contact information can be given to school administration staff.

Substitutes, regular volunteers, paid interpreters, and participants in internships or training programs will be required to abide by this policy.

Refer to the PSESD Early Learning [Personnel Management Policy](#) and contract regarding disciplinary action of staff, consultants, and volunteers who violate Standards of Conduct.

Approved by Policy Council: July 25, 2017

Approved by Board of Directors: September 20, 2017