

**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC. (RMDC)
HEAD START
CONFIDENTIALITY POLICY**

All child and family information obtained while working as a staff member, volunteer, or observer of RMDC Head Start will be held in the strictest confidence from any outside person or agency.

When preparing reports, responding to surveys or requests from the media, or providing educational presentations, only non-identifying information will be disseminated.

All records containing confidential information will be maintained securely and accessible only to Head Start staff designated by the RMDC Head Start director. This includes all electronic and paper forms of tracking and retaining information.

The only exceptions to confidentiality include:

- Parent/guardian requests in writing that the program release information
- Any and all information regarding known or suspected child or elder abuse or neglect
- Family member threatens to hurt self or others
- Court orders disclosure via subpoena
- All other disclosures as required by law

Every family will be informed of the conditions of this confidentiality policy during the Initial Classroom Visit with their teacher.

I have read this Confidentiality Policy and do hereby agree to abide by it. I understand violation of this policy may result in disciplinary action, up to and including termination. I further understand that this confidentiality requirement will continue after my employment, volunteerism, or observation is completed. I understand this signed copy will be made a part of my personnel file.

Printed Name _____

Signature _____ Date _____