

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

All child, family, and employee information obtained while working as a staff member, volunteer, or observer of Rocky 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.

Information created by a third party can be given directly to the parent/guardian upon their written request. Otherwise, information must be requested directly from the third party.

All records containing confidential information will be maintained securely and accessible only to Head Start staff designated by the Rocky 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
- Court order assigning Guardian Ad Litem and/or CASA Volunteer
- Family member threatens to hurt self or others
- Court orders disclosure via subpoena
- All other disclosures as required by law

Every family is informed of the conditions of this confidentiality policy during the Initial Family Conference with their teacher.