

## A-213, F-204 Confidentiality Policy

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ESD 105 Early Learning program child and family records, paper and electronic, are confidential. Parents/Guardians will be informed about their right to confidentiality and their right to review their families' files at enrollment and at least annually.

Written consent is necessary in order 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, ESD 105 staff, designated ESD 105 sub-contractors/vendors, consultants, Department of Early Learning 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.