Department: Human Resources  
Approval Date: 5/11/2015  
Policy Number: 8080

| Regulation Number: 1302.90 (c)(iv) | Regulation Title: Standards of Conduct | Policy Title: Confidentiality |

Policy:

All staff of Mid-America Regional Council, Consultants, Volunteers, and Contracted Service Providers will keep confidential all information concerning individual children, families and other staff members.

Confidentiality is understood by Mid America Head Start as a person’s right to the protection of private, personal information shared with an agency for the purpose of receiving services.

Confidentiality is an ethical obligation of all Mid America Head Start staff, Policy Committees, Policy Councils and Grantee Boards. Sharing information for the purpose of service delivery and to ensure an effective Head Start Program is necessary and will be shared on a need to know basis. Policy Committees, Policy Councils and Grantee Boards may need facts and data to make informed program decisions. This information should not be shared with other parents, staff or community persons.

Program staff may need information about a child or family in order to plan to best meet their needs but this information should not be shared with other staff, parents, or community persons.

Failure to follow this policy may result in further coaching and/or disciplinary action leading up to and including termination for staff and contracted service providers. In the case of volunteers and parents, failure to follow this policy may result in their discontinued participation in program governance activities. A signature on the MAHS Standards of Conduct form acknowledges the policy has been received, read and understood.

- All staff, contracted service providers, volunteers, Policy Council members and Advisory Committee members will review and sign the MAHS Standards of Conduct annually.
- All new employees will receive training on the MAHS Standards of Conduct and sign the MAHS Standards of Conduct as outlined in the process for new staff orientation.