

<b>Department: Recordkeeping &amp; Reporting</b>	<b>Approval Date: 8/15/2018</b>	<b>Policy Number: 3610</b>
<b>Regulation Number: 1302.101(b)(4) 1302.9</b>	<b>Regulation Title: Recordkeeping &amp; Reporting</b>	<b>Policy Title: Personally Identifiable Information</b>

**Policy:**

To ensure compliance with the above regulation, all MARC Head Start direct service providers will develop policies and procedures to protect the Personally Identifiable Information of children, families, and staff while records that are directly related to the child are maintained by the program, or by a party acting for the program; and include information recorded in any way, such as print, electronic, or digital means, including media, video, image or audio formats.