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 MARC Head Start, Consultants, Volunteers, and Contracted Service Providers will keep all information confidential concerning individual children, families, and other staff members.

Confidentiality is understood by MARC 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 MARC Head Start staff, Policy Committees, Policy Councils and MARC Head Start 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 MARC Head Start 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 MARC Head Start or direct service provider 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 Standards of Conduct annually.
- All new employees will receive training on the Standards of Conduct and sign the agency's Standards of Conduct as outlined in the process for new staff orientation.