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

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.