

UNI Child Development Center  
1 Price Laboratory School  
Cedar Falls, Iowa 50614-0611  
319-273-2263

## CONFIDENTIALITY AGREEMENT

As an employee of the UNI Child Development Center, I may have access to confidential information about the children and families that we serve. A strict code of ethics must be maintained to ensure the private nature of divulged information. The following procedures will be followed:

- Information from employee files shall be confidential. Each employee has the right to see his or her own file and add supplemental material as desired. However, a supervisor is the only one with the authority to remove information from the file.
- Children's files shall not leave the office, except when signed out by a CDC teacher for a specific purpose.
- Only administrative or teaching staff, and designated office personnel shall have access to children's records or to personnel files.
- Personal information about children and their families shall be divulged to student staff on a need-to-know basis only.
- Parties with questions regarding policy or the waiting list should be referred to the Coordinator or Assistant Coordinator, or staff with specific training in those areas.
- Stories that children tell about their families should be considered privileged information; these stories are often distorted by the child's perspective. Such stories are not to be repeated outside of the Center.
- Information about personal matters of a child or family may only be furnished to other parties when written permission has been secured from the person about whom (or about whose child) the information is requested, except in cases of reportable information.
- Written permission from a parent or guardian of subject (if subject is a minor) shall be obtained before photographing, audiotaping, videotaping, or other recording is done.
- No assumptions shall be made regarding a child's background, culture, values or heritage. No judgments or imposition of values should occur.

I have read, understand and agree to the confidentiality statements above. I also understand that a breach of confidentiality is a serious misconduct that will place my employment at the Child Development Center in jeopardy, and subject me to disciplinary action. I will notify my supervisor immediately if any request is received by any unauthorized individual for disclosure of records or privileged information about a subject.

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Signature

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Date