



## UNIVERSITY OF CALIFORNIA, IRVINE

### CHILD CARE SERVICES

### CONFIDENTIALITY STATEMENT

Confidentiality of records and privacy of information is an important aspect of the UCI Child Care Services operations. The University has many policies related to such records that are applicable to UCI Child Care Services. Records related to faculty, staff, students and customers have specific requirements as established by law and University policy.

A detailed analysis of those requirements can be found at:

<http://www.policies.uci.edu/quickviews/privacy.html>

In order to meet our obligations under these requirements it is important for UCI Child Care Staff to recognize that information related to our children, students and staff cannot be openly discussed or disseminated. The following ground rules have been established by Child Care Services to maintain confidentiality:

1. Information related to our children, families, students and staff members should be maintained in a locked file cabinet. Such files should only be removed when in use for legitimate business purposes. All files should be returned when not in use.
2. Discussions about children, families, students and staff members should be held only with those who have a legitimate need to know. Such discussions should be held in a private area out of earshot of visitors and others that are not directly involved in the subject discussion.
3. Should any documents appear to be missing from a UCI Child Care Services file, the Center Director should be notified immediately.
4. Any requests from third parties for information related to our children, families, students and staff should be directed to the Center's administrative staff. In most cases authorization from the subject of the request or, in the case of children, their legal guardian is required prior to any production. The Center's administrative staff will consult with appropriate University resources prior to releasing such information.

Failure to follow these ground rules could result in a violation of University policy and or law. Appropriate legal or disciplinary action up to and including termination could result from such violations. All Child Care Services Staff are encouraged to discuss any concerns about these guidelines or any violations of them with their supervisor or the Center's director.