
Early Learning Coalition



of Pinellas County, Inc.

Policy: ELCPC-10.17	Title: Confidential Information Policy for School Readiness and VPK providers	
	Review Date: 07/17/2013	Next Review Date:

References: Ch. 1007.72, F.S.
CH. 1002.97, F.S.

Purpose: To establish procedures to ensure confidentiality of applicable client and provider information.

Background:

The Early Learning Coalition is responsible for ensuring confidential and exempt records are protected in a manner that does not permit the personal identification of children, or their parents/guardians by any persons other than those authorized to receive the records. Confidential records include assessment data, health data, records of teacher observations, and personal identifying information.

School Readiness and VPK Program records may be released to:

- (a) The United States Secretary of Education, the United States Secretary of Health and Human Services, and the Comptroller General of the United States for the purpose of federal audits and investigations.
- (b) Individuals or organizations conducting studies for institutions to develop, validate, or administer assessments or improve instruction.
- (c) Accrediting organizations in order to carry out their accrediting functions.
- (d) Appropriate parties in connection with an emergency if the information is necessary to protect the health or safety of the child enrollee or other individuals.
- (e) The Office of Program Policy Analysis and Government Accountability and the Auditor General in connection with their official functions.
- (f) A court of competent jurisdiction in compliance with an order of that court in accordance with a lawfully issued subpoena.
- (g) Parties to an interagency agreement among early learning coalitions, local governmental agencies, providers of the school readiness and/or VPK programs, state agencies, and the office of Early Learning for the purpose of implementing the program.

Policy:

The Provider must have all staff complete confidentiality agreements and have processes in place to protect the privacy of child and family information. Confidential information associated with the School Readiness or VPK Program should only be available to the Provider, the parent/guardian, the Coalition or its representative, the Florida Office of Early Learning, and federal agencies as required for audit and research information.

Confidential information may be transmitted via US Mail, fax or delivered in person only. Email communication from providers cannot be guaranteed as a secure method of information transmission. Therefore, confidential information may not be transmitted via email or other unsecure internet method.

Exhibits: NA