

# S.A.M.P.L.E. Preschool

## Confidentiality Agreement

I, \_\_\_\_\_, agree to maintain the confidentiality of child care data to include, but not be limited to, social security numbers, parent and child information, payments, childcare provider information and household demographic information.

I understand that I may be exposed to certain confidential information, which has been made available to my employer for the limited purpose of maintaining child care files.

These confidential records, which are private and confidential, may not be disclosed to others.

1. I shall not access or request access to any social security numbers or other confidential information unless such access is necessary for the performance of my official duties.
2. I shall not disclose any individual record data to any parties who are not authorized to receive such data.
3. I shall retain the confidential data only for that period of time necessary to perform my duties. Thereafter, I shall either arrange for the retention of such information consistent with both the federal or State record retention requirements or delete or destroy such data.
4. I understand that if I violate any of the confidentiality provisions set forth, my privileges will be immediately suspended or terminated. I further acknowledge that applicable state law may provide that any individual who discloses confidential information in violation of any provision of that section may be subject to a fine and/or period of imprisonment and dismissal from employment. I have been instructed that if I violate the provisions of the law, I may receive one or more of these penalties.
5. Should I have any questions concerning the handling or disclosure of confidential information, I shall immediately ask my supervisor and be guided by his or her response.

Employee Signature:	
Date:	
Printed Name:	