




**COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY**

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Updated

**SUBJECT**  
**CONFIDENTIALITY POLICY AND PROCEDURES**

**APPROVED**  
  
**BY: Ron Griffin, Director**

**REFERENCE**

Head Start Performance Standard 1304.51 (g); County of San Bernardino HS Policy and Standard Practice Manual, Sec 15-1 & 15-2, 4/01/10; CCR Title 5, Div.1, Chapter 1, Subchapter 1, Article 3

**PURPOSE**

Safeguarding personally identifiable information (PII) is a responsibility shared by all Preschool Services Department (PSD) employees and contractors. Safeguarding PII in the possession of PSD and preventing the breach of that information is essential to ensuring the trust of PSD clients, as well as its employees, contractors and the general public. PSD will comply with the requirements of all applicable county, state and federal policies, regulations and laws to safeguard PII.

**POLICY**

All PSD staff are the custodians of child, family and employee records and are responsible for ensuring maximum security and confidentiality of all files and information at all times.

**PROCEDURES**

- (a) Only designated staff is permitted access to the child/family information files.
- (b) Access Log procedures and verbal confidentiality must be observed at all times.
- (c) Non-County agencies may be granted access to child/family information only upon presentation of a court order. Information may be release to other County agencies upon Program Manager approval. The only exception to this rule is the County of San Bernardino Public Health Department access to the California School Immunization Record.
- (d) Volunteers in the classroom must not be allowed access to child/family files or confidential information.
- (e) Files must not be left unattended when not in use.
- (f) All files must be kept in locked file cabinets at all times when not in use.
- (g) Emergency cards must be maintained in a secure place at all times, and must not be left unattended when not in use.
- (h) Children's files may only be released to the receiving school when written permission has been given by the parent.
- (i) Staff must not leave any child/family/personnel file unattended in a vehicle or a brief case.