

**UNH Child Study & Development Center**  
**Family Confidentiality Policy** (rev 7/12)

CSDC operates as a community in which the building of trusting relationships between families and center personnel is important to the quality of our programs, the delivery of a developmentally appropriate curriculum, and our mission as a research and teacher training laboratory. To be in compliance with federal and state regulations and to respect the privacy of everyone, confidentiality of information is of primary importance at our center.

**Child and Family Records:**

1. All child/family records are confidential and kept in secure cabinets.
2. Only full-time CSDC staff members have access to children's records on an educational or administrative need to know basis. Other staff/students/external bodies view files only under the supervision of an administrator or staff member. A log entry is made on each occasion. Parent permission is secured as required
3. Parent questionnaires and developmental records may be reviewed at CSDC by UNH interns and student teachers for children in their assigned classroom with permission from the classroom teacher.
4. All CSDC staff, interns and volunteers sign a confidentiality policy form.
5. Parents/guardians can review records of their own child in the CSDC office.
6. Under no circumstances should records be left out unattended.
7. The status of children and families is discussed in an appropriately private space only by CSDC personnel who are working with or have a legitimate educational need regarding that child or family.
8. Limited information regarding a medical condition of a child that is necessary for the safety of the child (e.g. allergy information) is provided as needed to personnel working directly with children.
9. Personal information regarding children and families is only shared as needed or requested by the family/staff and with respect to the privacy of each individual.
10. Information about families and children, including results of assessment, may not be released to other agencies or individuals without written permission from the parent/guardian. Current law permits CSDC to transfer educational records to an appropriate public school.
11. CSDC staff members are mandated by law to report to the appropriate government agency any evidence of child abuse or neglect regardless of confidentiality agreements.

**Research and Teacher Training:**

1. CSDC Parents/Guardians sign a release on admission to CSDC which stipulates the use of educational documentation (e.g. photos, children's work) by CSDC staff and students, and the use of photographs by UNH and the media. When prior permission is not given, CSDC will seek verbal approval to the extent possible.
2. All research projects that require UNH Institutional Review Board (IRB) permission will also be reviewed and approved in writing by the CSDC Director or Associate Director.
3. All research projects involving direct collection of data from children/families require prior parent written informed consent and, as needed, oral consent from the child.
4. When writing for college assignments and other research, UNH students and researchers use only the child's first name, initials, and a date of birth.
5. Visitors to CSDC are not permitted to take photographs that include children's faces, except with parent permission.