



## UNH Child Study and Development Center Policy Staff, Students, and other Affiliates Confidentiality Policy

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

1. All child, family, student, and staff records (including information regarding admissions, progress, health and discharge) are confidential and kept in secure cabinets. Under no circumstances should records be left out unattended.
2. A CSDC staff member may review only their own personnel file under the supervision of a CSDC Administrator. These files can be accessed by CSDC administrative staff for filing and supervision purposes.
3. Only full-time professional staff members have access to children's records on a need-to-know basis for a legitimate educational interest. Other staff/students shall view files only under the supervision of an administrator or staff member. Parent and/or legal guardian permission is secured when required by licensing, accreditation, or CSDC policies.
4. Parents and/or legal guardians are only to review records of their own child.
5. Personal information regarding children, families, students, and staff shall only be shared as educationally needed or as consented to by the individuals concerned.
6. The status of children, families, and students shall be discussed in an appropriate private space only by the CSDC personnel who are working with or have a legitimate educational need regarding that child, family, or student.
7. Care must be taken during all communications (in-person, telephone, written, and electronic) to ensure that professional ethics are maintained and confidentiality is not broken. In most professional communications full names are not needed.
8. Confidential information, video recordings, or images regarding CSDC and one's professional work with CSDC families, children, employees, and UNH students must not be posted on or shared through personal electronic social networking sites, including but not limited to Facebook, Instagram, TikTok, and Snapchat. This stipulation includes images, video recordings or information that suggests CSDC or UNH endorses or is otherwise associated with the information contained on a personal site.
9. Curriculum documentation and video recordings, or photographic images generated at the CSDC remain the property of CSDC and may be used only for approved CSDC projects or with the explicit permission of the CSDC as documented in writing. For UNH assignments, students use only a child's first name, initials, or a pseudonym, and date of birth. All data captured on non-CSDC owned devices must be deleted at the end of the semester.
10. Video recordings captured (via VALT or electronic devices) by UNH students, and/or UNH faculty may be used only for the approved course as evidence of completion of

assignments and for instruction of teacher interns or students from other professional disciplines. Children's names are used in the natural setting within the video recording.

11. Video recordings captured (via VALT or electronic devices) by CSDC staff may be used for professional development and/or the instruction of teacher interns or students from other professional disciplines. Children's names are used in the natural setting within the video recording.
12. Video recordings and raw data will be deleted in their entirety upon completion of the approved project or assignment unless used as a sample of excellence for training purposes. Photos and videos saved for this purpose are stored on a secure SharePoint or OneDrive site.
13. Information regarding a medical condition of a child that is necessary for the safety of the child (e.g. allergies) will be provided as needed to personnel working directly with that child.
14. Information about families and children may not be released to other agencies or individuals without written permission from the parent or legal guardian or to comply with a judicial order or lawfully issued subpoena.
15. All CSDC employees, students, and volunteers are mandated by law to report any evidence of suspected child abuse or neglect to a CSDC supervisor and the NH Bureau of Child Care Licensing regardless of other confidentiality provisions.