



La Crèche Early Childhood Centers, Inc.
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Confidentiality Policy

1. PURPOSE

All organizations have a need for confidentiality in some of their business operations. This policy addresses how La Crèche Early Childhood Centers, Inc. will manage, handle, and control confidentiality in the day-to-day business of the corporation; applies to all staff and volunteers. It is in the best interests of the corporation, its components and staff, since disclosure could injure individuals and organizations both working directly and indirectly with La Crèche Early Childhood Centers, Inc. that this policy exists.

2. POLICY STATEMENT

This policy establishes a clear, reasonable and fair standard for confidentiality applicable to La Crèche Early Childhood Centers, Inc. its staff, BOD, children and family. Through this policy, all information about staff, children and their families is deemed confidential. This information includes, but is not limited to; medical records, data that will be unduly invasive of personal privacy, monthly financial statements of the organization and its families and other privileged information. Programs, products, and services being developed but not yet made public.

3. VIOLATIONS

Apparent violations of this policy will be forwarded to the Executive Director and/or Board of Directors and handled as described in La Crèche's Policy on Complaint, Dispute, and Grievance Resolution and may be further referred to an Ethics Review Committee.