



Attachment G School Readiness Provider Confidentiality Statement



I will respect the privacy concerns of the parent's and children's information I serve through the Early Learning Coalition of Northwest Florida, Inc. and I will hold in confidence all information obtained in the course of professional service, whether that information is obtained through written records or daily interaction with the person. Therefore, I will not disclose an individual's confidences to anyone, except:

- (1) As mandated by law;
- (2) To prevent a clear and immediate danger to a person or persons;
- (3) To administrative funding sources to fulfill contract monitoring requirements.

I will store or dispose of professional records for/in five (5) years in ways that maintain confidentiality.

I will possess and maintain a professional attitude, which upholds confidentiality toward the parents and children served, co-workers, applicants and any sensitive situations arising within the course of business.

I, upon termination of the School Readiness Provider Standard Contract or professional obligation, will maintain customer/client and co-worker confidentiality and I will hold confidential any information about sensitive situations.

I understand that violation of this confidentiality statement shall be grounds for immediate termination of the School Readiness Provider Standard Contract and legal action as prescribed by Florida Statutes or federal regulations.

SIGNATURE: _____ DATE: _____

NAME: _____ TITLE: _____