



Drop in Child Care

## **Confidentiality Policy**

### **What information do we collect and keep?**

- Registration Form
- Emergency Information
- Contact Information
- Record of any accidents or illnesses that occur during a stay at Maui PlayCare.
- Video Monitoring of the center is kept for at least 6 months and up to 1 year

### **Where is this information kept?**

Each child has their own personal file which is kept securely in a lockable cabinet when not in use. Contact and emergency information is kept in the computer database.

### **What do we use the information for?**

We use this information to verify registration, administer prompt medical care, provide any special needs or attentions as requested, verify parent or guardian ID, maintain logs of incidents, and records for review by any state authorities as necessary.

### **When will we share information with others?**

If Social Services requests a copy of information for review of our business practices, we always share this information. Ideally we will do this with parental consent, but this is not a legal requirement. Also, if there are any questions regarding crime involvement with a member of the family, we will cooperate fully with the Police.

### **Keeping Information Confidential**

We have a strict confidentiality policy at Maui PlayCare and make every effort to ensure that no one has unauthorized access to a child's records. We do this by requiring all paper records be kept locked and allowing only the Director or Manager access to these records. Any database information is only used for check in and check out purposes and will not be shared with anyone other than Maui PlayCare staff members.