

## COLLEGE HEIGHTS COMMUNITY ASSOCIATION

### KOOL CATS KID CARE

#### CLIENT INFORMATION

The principle of 'need to know' will guide all service providers and board members in judging who will have access to information about children and their families and how much information about a child and/or their family will be shared.

No information will be released about a child and the enrolling parent/guardian without first receiving written permission of the enrolling parent/guardian.

#### CUSTODY AND CONTROL OF RECORDS

Custody and control of the children's record will belong solely to Kool Cats Kid Care unless contractual arrangements and/or legislation after this policy.

#### STORAGE OF CLIENT INFORMATION

All written information of current clients that is confidential will be properly kept in files and stored in the locked filing cabinet in the child care office. Access to these files will be restricted only to those 'who need to know' such information.

The storage of information past clients will be stored under the the daycare in the crawlspace. This information will be until the child has reached the age of majority.

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## **PERSONNEL INFORMATION**

If there is a request for information about an employee, written or verbal permission will be sought. If verbal permission is sought, documentation will be kept noting date, time and information to be disclosed.

This excludes the responsibility individuals and organizations may have as outlined in legislation (e.g., Income Tax Act, Employment Standards Act or as subpoenaed by the court.