

**Norfolk State University  
Preschool Academy**

**Confidentiality Policy**

Our program stresses the importance of protecting the rights and privacy of children, families and staff. The practice of maintaining the confidentiality of verbal information and written records is a basic policy of our program. It is program policy that staff and participating students should not repeat or share private information they received from the children.

It is also the program's policy that families must not share or post other children's information or photos on the social media without an authorization from the school or children's parents.

All children's information are kept confidential and locked. Information is accessible to authorized program staff only. The preschool program will only release the child's information to those individuals, agencies, schools or facilities authorized by the child's parent/guardian.

**I give authorization to share and access my child's information to the names below;**

1. \_\_\_\_\_
- 2, \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**I have read, understood, and will comply with the NSU Preschool Academy's confidentiality policy.**

\_\_\_\_\_ (Child's Name)

\_\_\_\_\_

**Parent's Signature**

\_\_\_\_\_

**Date**