

Handout: Confidentiality



Key Topics

What information is considered confidential?

When is an appropriate time to talk with parents?

With respect to confidentiality, how should staff meetings be conducted?



Discussion Topics

**Does your center have a confidentiality policy? If yes, review a copy. If no, consider creating one.
Discuss important elements in a confidentiality policy.**

In addition to maintaining confidentiality, what are other ways to build trust between a center and families?