

## CONFIDENTIALITY POLICY



THE CITY OF ASPEN  
KIDS FIRST  
Childcare Resource Center

Kids First respects the importance of maintaining the confidentiality of personal or sensitive information disclosed to Kids First by its clients and providers. It is Kids First policy to take reasonable measures to protect the unauthorized disclosure of such information. Kids First reserves the right to amend or change its Confidentiality Policy without advance notice and will provide an updated copy of this policy upon request. Please contact Kids First with any questions or comments regarding this policy.

### CONFIDENTIALITY POLICY FOR CLIENTS & CARE PROVIDERS

*Except as described below, Kids First does not sell personal and identifiable client information to outside parties and generally does not share such information with outside agencies or businesses without prior authorization. However, Kids First does share certain client information with the County Departments of Human Services caseworkers or other governmental agencies and/or funding sources if the disclosure of such information reasonably required by its agreements. Similarly, Kids First may disclose personal information to certain agencies or authorities pursuant to applicable law, rule or regulation or in response to requests for information or documents pursuant to legal proceedings, investigations, subpoenas, or other similar processes when Kids First, in its sole discretion, believes that such disclosures are appropriate or required under the circumstances. In such cases, Kids First shall use reasonable efforts to disclose only the information which it believes is necessary or appropriate to be disclosed. Finally, if Kids First believes that there is ever a circumstance that presents a serious risk to a child or to an adult, Kids First reserves the right to disclose information to an appropriate agency. Kids First ordinarily will recommend the source of the information to contact the appropriate agency directly and will offer assistance where appropriate. However, if these attempts fail, Kids First may decide to make direct contact with the relevant agency.*

In certain instances Kids First may share personal and identifiable client information with its directors, officers, employees, managers, attorneys, consultants and agents, all of whom have been made aware of this Confidentiality Policy and have been advised to observe its terms. Staff members are made aware of this policy and are informed not to discuss or share confidential information with organizations or individuals outside the agency unless it is pertinent to case management and performed consistent with this policy.

Kids First may disclose certain anonymous, aggregated data and provide it to care providers, funding sources and governmental agencies either for market research and statistical purposes or to ensure compliance with the agreements between Kids First and its providers, funding sources, governmental agencies and similar organizations.

Kids First generally does not disclose specific information about providers with outside businesses or agencies without authorization unless such information is available to the public. However, Kids First may disclose certain information regarding providers in circumstances similar to those described above. Kids First regularly provides information such as telephone numbers, location and similar data to clients seeking care services.

Aggregate provider reports, which are available for public distribution, are generated annually and may disclose information such as average rates, salaries, enrollment, and capacities for each county.

#### ASPEN

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