



SHASTA HEAD START CHILD DEVELOPMENT, INC.  
**CONFIDENTIALITY ACKNOWLEDGEMENT**

**INTRODUCTION**

Shasta Head Start parent, volunteers and staff are required to preserve the confidentiality of the children, families, staff and others who interact with them at all times.

**RESPONSIBILITY**

Confidentiality is the responsibility of each SHS volunteer, parent or staff member.

The protection of confidential business information and trade secrets is vital to the interests and the success of Shasta Head Start. Confidential information includes, but is not limited to, the following examples:

Conversations and interactions you hear or see  
The confidential files of the children and families that we serve  
Staff and personnel information  
Computer programs and codes  
Pending projects and proposals  
Technological data

**ACKNOWLEDGEMENT**

I have read and understand the above Confidential Statement and agree to adhere to this policy. Parents or volunteers may be excluded from the facility and asked to volunteer in a more suitable way.

Signature: \_\_\_\_\_ Date \_\_\_\_\_



®Approved by the Policy Council and the Board of Directors 09/14/04