



Policy: Confidentiality and Media Inquiries

ChildNet Number: CN 009.007

Original Approved Date: June 2, 2003

Policy Revised Date(s): August 2, 2007; October 2009, April 23, 2010

Policy Sunset Date:

COA Standard(s): HR 5.02, ETH 1.04

Statement of Policy:

All ChildNet records and information relating to ChildNet, its employees or its clients are confidential and employees must, therefore, treat all matters accordingly consistent with state and federal laws.

Board Chair's Signature: _____

Date: _____

10-29-10



Procedure: Confidentiality and Media Inquiries

ChildNet Number: CN 009.007
Original Approved Date: June 2, 2003
Procedure Revised Date(s): August 2, 2007; October 2009, April 23, 2010, August 22, 2014, February 21, 2018, April 25, 2018
Procedure Sunset Date:
COA Standard(s): HR 5.02, ETH 1.04

Definitions (If any):

Statement of Procedure:

No ChildNet related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of ChildNet) may be removed from ChildNet's premises without permission from ChildNet. Additionally, the contents of ChildNet's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for business purposes. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the organization. Employees will be subject to corrective action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature.

- A. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification.
- B. All media inquiries are to be directed to the Community Relations Department.
- C. The Director of Community Relations issues press releases, as necessary. The Director of Community Relations determines which employees may make any public announcements or comments regarding ChildNet to the newspaper, radio, television, or other outside media or public relations representatives. The CEO is authorized to make any such statements without obtaining this approval.
- D. All press releases will be issued as necessary by the Community Relations Department.

President's Signature:

Date: