

Privacy Statement

THIS DOCUMENT CONTAINS IMPORTANT INFORMATION
OF OUR CONCERN FOR PROTECTING YOUR RIGHTS
UNDER STATE PRIVACY LAWS.

We collect personal information about you and all our clients from the information you submit on our applications or other forms, and through information, we obtain over the course of your business relationship with our affiliates, others, and us.

As a rule, we will not disclose any personal information about our clients or former clients to anyone, consistent with our professional confidentiality obligations. However, upon your request, we will disclose information about you, and we may be required by law to disclose personal information about you, as, for example, in response to a subpoena or other court order.

We follow State regulations regarding the confidentiality of information. The use or disclosure of information pertaining to the child or the child's family shall be restricted to purposes directly related to the administration of the subsidized child care services. Data collection and dissemination of information shall be handled in such a manner as to ensure confidentiality of the names and addresses of all individuals. We abide by these guidelines whenever we share information necessary for the administration of the subsidized child care services with the Department of Education, participating child development agencies, the county welfare department, and participating Head Start providers, local child care planning councils, and any other participating agency in the county.

We employ precautions to maintain the security of our data transmitted via computer. We provide access to your personal information only to those employees who need to know the information to provide you with services. We maintain physical, electronic and procedural safeguards to guard your personal information. We have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law.

We pledge equal access to services and employment regardless of race, sex, color, ancestry, religion, gender, national origin, disability, or sexual orientation. Please call us if you would like to review this or any other matter in detail.