

TWIN PINES FAMILY SERVICES, LLC

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CONFIDENTIALITY STATEMENT

All case records and information that can be used to identify the child, parent, or family by name or address is confidential. Employees and foster families of Twin Pines Family Services, LLC may not disclose any information regarding a child or his/her parents other than during the performance of his/her duties.

Employees and foster families of Twin Pines Family Services, LLC may only disclose information with the written consent of the parent or guardian, or with the written consent of the child, if the child is 18 years of age or older, except to the child's parents, guardian, legal counsel, the court, or an authorized official of the court on the performance of his/her mandated duties. Information to be released is limited to the information necessary to carry out the responsibility of one's job.

Information from a client's case record may only be released when this information does not contain material which violates the right to privacy of another individual, or material that should be withheld from release according to other laws by order of the court.

Information that does not identify the child or his/her parents may be used for teaching, research, or similar purposes. All identifying information from the case record must be purged prior to release.

Names, images, or other identifying information may not be used in any advertising, public displays, or social media.

Twin Pines Family Services, LLC shall not release a personnel file or any of its contents without the employee's permission except under court order or as required by law.

Any employee or foster parent that is unsure if information can or should be released should contact the Twin Pines Family Services Executive Director before releasing any information.

Foster Parent _____

Foster Parent _____

Agency Representative _____