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Record Release and Privacy Policy

Policy

It is the policy of the Institute for Childhood Preparedness (ICP) to maintain records that are private and secure, and follow proper procedures for release of records upon completion of learning events.

Purpose

The purpose of this policy is to maintain compliance with local, state and federal regulations and protect records at the highest level of professionalism within the ICP organization.

Responsibility

The Institute for Childhood Preparedness Director of Operations will oversee record release and privacy under the oversight of the ICP Executive Director.

Processes and Procedures

- All records will be kept confidential, secured and private.
- Upon request from a learner or client management to release a learners training completion information, the requestor, and learner if learner is not the requestor, will be provided a copy of this policy.

The following form must be completed and submitted to the ICP at info@childhoodpreparedness.org for release of information:

Release of Information

Use this form to authorize the release of your training information.

Name: _____

Training Event Name: _____

Phone Number: _____

Training Event Date: _____

Information Requested:

Signature: _____

Date: _____