



RECORDS AND CONFIDENTIALITY

WHAT IS DIFFERENT?

Requirements related to the disclosure of information and records maintenance provide fewer details and provide more basic principles.

The CNCR still mandates records to be kept for five years, but now, requirements ask that you ensure you are complying with relevant privacy legislation. The requirements also state that you must make necessary records available to authorized individuals including CIC and the organization that is contracted by them to monitor your CNC program. This could also include agencies such as Public Health, who may need access to information in the event of an outbreak.

WHY IS IT IMPORTANT?

You are entrusted with very personal information about young children and their families. For their protection, it's important to treat it as confidential. At the same time, it is important to identify who CAN have access to information. It is also important to be aware of privacy laws and to maintain records in keeping with those laws.

IMPLEMENTATION

- Develop written procedures that address the steps to be taken to ensure privacy of information – ensure that they are respectful of relevant privacy laws. The ISO should have knowledge of the privacy laws that relate to their organization and should have procedures for maintaining records in compliance with those laws.
- Provide staff with access to a list of documents that must be retained and follow general ISO practices for the retention of documents.
- Ensure that you have a secure place for the storage of information that allows access by the CNC staff as necessary.
- Ensure that identified records are maintained for 5 years after the child withdraws from the program.

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- As part of Orientation I, train staff on the confidentiality procedures, where children’s records are located and procedures to follow. This should include practices for maintaining confidentiality between team members as well as outside of the organization.
- Staff should know that CMAS, CIC and potentially other agencies such as Public Health can be given personal information about a child. In addition, they should have as much information as possible about the specific individuals involved (for example, the name or title of anyone authorized by CIC to monitor compliance and the name and title of anyone authorized by law).

REQUIREMENTS

INFORMATION MAINTENANCE

1-5 RECORDS AND CONFIDENTIALITY

- a. The CNC program develops and follows written procedures that
 1. Maintain the confidentiality of information about a child participating in CNC while permitting access to an authorized individual, including an individual authorized by CIC to monitor compliance with these requirements.
 2. Ensure that when a child is no longer participating in CNC, records relating to the care of the child are maintained in accordance with relevant privacy laws for a period of five (5) years after the child leaves the program.

Appendix 3: Topics for Orientation 1 Training

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| 8. | The location of children’s records and procedures for maintaining confidentiality. |
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