**Section 405.20 Confidentiality of Records**

a) The agency personnel shall respect the confidential nature of the child and personnel records.

b) Information pertaining to an individual child shall be confidential and limited to agency staff designated by the Day Care Agency Administrator, the home caregiver, and Department representatives unless the parent(s) of the child has granted written permission for disclosure or dissemination.

1) The agency shall have confidentiality release forms signed by the parent(s) which specify to whom information may be released and how long the release form is valid. Such release forms shall be on file at the agency prior to the release of confidential information.

2) If information is requested by outside persons or agencies, a specific written request signed by the person requesting the information shall be obtained and placed on file at the agency prior to the release of the information.