



Oklahoma Child Care  
RESOURCE & REFERRAL ASSOCIATION, INC.

## **Confidentiality Policy for Clients of Child Care Resource & Referral**

*DRAFT*

The use or disclosure of information pertaining to the families or the providers of care shall be restricted to purposes directly related to the administration of the program.

The information may be disclosed by Child Care Resource & Referral to the Oklahoma Department of Human Services, Child Care Services for purposes directly connected with the administration of department programs, unless disclosure is prohibited by law.

Data collection and dissemination of the information shall be handled in such a manner as to ensure confidentiality of the names and addresses of individual clients. Addresses of individual child care providers will not be given to parents requesting referrals.

The information given to CCR&R during a client referral or provider update will remain confidential. It will only be used to provide child care referrals and for statistical data analysis. Individual, personal information will not be used, given or sold to any entity outside the association.

Others requesting names and addresses for mailing lists may be referred to Child Care Service at OKDHS.