

# SAMPLE CONFIDENTIALITY POLICY

## Purpose

To establish a protocol to prevent unauthorized persons access to confidential data.

## Policy

1. The \_\_\_\_\_ shall maintain all data in the strictest confidence.  
(Insert title of responsible party)
2. All records containing confidential information will be maintained securely in locked files accessible only to representatives of \_\_\_\_\_  
(Institution's Name).
3. Ethnic and racial data are used for reporting purposes only and are not used for any discriminatory purposes.

## Procedures

1. The following data is collected for each participant upon enrollment and annually thereafter while participating in the Child and Adult Care Food Program (CACFP) and is considered confidential.
  - Ethnic Data
  - Racial Data
  - Income Eligibility Data
2. Data is stored in \_\_\_\_\_  
(specify location)
3. Access to data is restricted to the following staff (list positions with access to data):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Ethnic and racial data is used for reporting purposes only.
5. Data collected will be maintained on file for 3 years.
6. At the end of the retention period, data shall be destroyed on site (for example: shredded and discarded).