



## Child & Family Resources

### Privacy and Release of Information Policy

Child & Family Resources (CFR) Privacy and Release of Information Policy is to protect the security of personal information, as well as to protect the confidentiality and integrity of confidential information. Accordingly, prior written consent of the learner is required before the release or disclosure of any information except where a specific law or regulation or the internal administrative needs of CFR requires or permit such access without the learners consent.

CFR incurs costs when releasing student's information (copying, postage, and so forth) and may charge a reasonable fee to offset those costs. CFR will process written requests for information of records in a timely and consistent manner. Requests will be process within 5 – 7 business days of their receipt at CFR.

I acknowledge that I have read the agreement and agree to the terms and conditions stated therein.

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**Signature**

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**Print Name**

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**Date**