

Notice of Privacy Practices

Precious Jewels Private School

Effective May 25th, 2009

If you have any questions about this notice, please contact, Amy Troxel, Director at
(864) 801-1055.

OUR PLEDGE REGARDING PERSONAL INFORMATION

We understand that information about you and your children is personal. We are committed to protecting sensitive information about you. We create a record for your child(ren) with personal information included. We need these records to provide quality care and to comply with certain legal requirements. This notice applies to all records regarding your child(ren) and yourself.

We are required by law to:

- Make sure all records are kept private.
- Give you this notice of our legal duties and privacy practices.
- Follow the terms of the notice that is currently in effect.

All records are kept in a confidential manner. Files are only accessible to Department of Social Services, childcare director, your child's teacher/ caregiver, parents and/or guardian upon request.

Access is limited to the above unless requested by a court order.
Childcare staff may only access records in order to contact parents.

We will disclose information for injuries or public health risks to Insurance companies, doctor offices, DHEC, hospitals.

We will disclose personal information in order to collect on past due balances by a collection agency.

Acknowledgement of Receipt of this Notice

We will request that you sign a separate form or notice that you have received a copy of this notice.

ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY PRACTICE NOTICE

I _____ have
received a copy of the Precious Jewels Private School
Privacy Practice Notice.

Signature

Date