GEORGIA DIVISION OF FAMILY & CHILDREN SERVICES

Confidentiality and Privacy Standards Agreement

Caregiver Acknowledgement Form

Primary Caregiver/Family Name: _____

Maintaining confidentiality and privacy is an essential responsibility of the child's caregivers, treatment team, and DFCS. Information shared is intended to support achieving the highest quality care for the child and to facilitate permanency. When families feel that confidentiality and privacy is respected, they are more willing to share necessary information that will strengthen outcomes for the child and his or her future.

As an agent of the Division, caregivers may have access to a child's confidential information to support their ability to provide adequate care. Confidential information about the foster child, and his or her family, may not be shared with others who are not members of the child's foster care team without the expressed written consent of DFCS, except in an emergency. When in doubt, always ask the child's case manager before sharing any information about the child. Willful and unlawful disclosure of protected confidential child welfare information is punishable by law (O.C.G.A. § 49-5-44). These confidentiality standards also apply to other adult household members, and persons who provide supplemental support to caregivers.

By signing below, you are acknowledging that you have reviewed and understand the following Confidentiality and Privacy Standards.

To attain and maintain Full Approval Status, foster and adoptive parents, adult household members, and supplemental supports must:

- Keep all records in a safe and secure place. Ensure protections are in place to prevent the unauthorized release of information maintained in such records.
- Share only the information that is required by law, or necessary to arrange for services for the child.
- Not discuss confidential information about the foster child and his or her family with your family or friends.
- Use care in discussing details about the child in public places and when leaving messages on answering machines, texting, or other communication methods

- Protect the identity of the child, and his or her family, when communicating with other foster parents.

- Understand that disguising the identity of foster children does not allow for the sharing of information regarding those children, this includes social media sites.

- Refrain from displaying any photos or live video of any child placed in your home on any social media sites. Again, disguising the identity of children does not allow for the sharing of photographs or other potentially identifying information.

- Refrain from placing any cameras in bedrooms where the child sleeps, and in/near bathrooms that the child frequently uses, as they are prohibited. Cameras must not be used in a manner that violates privacy of youth.

- Infant video/audio monitors are only to be used/placed in the sleeping areas of children under the age of one. Consideration may be allowed for children on a case-by-case basis with prior approval from the Division.

Acknowledgement Statement

I have reviewed and understand that for initial and ongoing approval, I must meet and remain in compliance with the Confidentiality and Privacy Standards throughout my caregiving service.

_____
Printed Name

_____ _____
Signature Date