



The Shafer Center  
CREATING OPPORTUNITIES FOR SUCCESS

## Privacy Rights Policies & Procedures

COMAR 13A.09.10.12B.(2)

It is The Shafer Center's policy that all records pertaining to a student are available to the student's parent(s)/legal guardian upon a verbal and or written request made to the Education Director. A written request is required from a student's parent(s)/legal guardian when copies of the student's records are requested.

The Shafer Center and its staff will not disclose personally identifiable information from a student's record without prior written consent of the student's parent(s)/legal guardian unless otherwise allowed by law.

Written requests for records will be stored in the child's file. All disclosures of personally identifiable information from the student's records will be documented in the child's record.

Each and every person who accesses a student's record must fill out the form at the beginning of the record that includes the reviewer's full name, first, middle and last name, the date of the review, the purpose of the review, and the signature of the reviewer.

This policy does not abrogate the privacy rights of the student or the parent(s)/legal guardian of the student under applicable federal and state law.

These policies and procedures will be provided in writing to each student's parent(s)/legal guardian upon the student's acceptance into The Shafer Center.