**Section 407.80 Confidentiality of Records and Information**

a) The facility personnel shall respect the confidential nature of the child and personnel records.

b) Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential and limited to facility staff designated by the child care director and Department representatives unless the parent(s) of the child has granted written permission for disclosure or dissemination.

1) The facility shall have confidentiality release forms signed by the parent(s) which specify to whom information may be released and the length of time the release form is valid. Such release forms shall be on file at the facility prior to the release of confidential information.

2) If information is requested by outside persons or agencies, a specific written request signed by the person requesting the information shall be obtained and placed on file at the facility prior to the release of the information.

3) Except in extreme emergency or when there is evidence of child abuse or neglect, any child 12 years of age or older must be informed of such disclosure of information.

c) Authorized Department licensing representatives, Department child protection investigators, or other Department representatives who have the Department Director's written authorization (specifying the statutory authority or administrative rule under which access is granted) shall have access to the day care center's records and reports. All persons with access to records and reports shall respect their confidential nature.

(Source: Added at 22 Ill. Reg. 1728, effective January 1, 1998)