



**Department of  
Early Education and Care**  
THE COMMONWEALTH OF MASSACHUSETTS

**EEC Licensing**

**POLICY STATEMENT: Confidentiality of Family Information**

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*102 CMR 3.10(4)(b)1 Information contained in a resident's record is privileged and confidential.*

*102 CMR 5.13(1)(e) Information contained in children's, birth parent's, foster and adoptive parent's records shall be privileged and confidential.*

*606 CMR 7.04(12) Information pertaining to children and their families is privileged and confidential. No licensee or educator may distribute or release information about a child or his/her family to any unauthorized person, or discuss with any unauthorized person information about a child or his/her family without the written consent of the child's parent.*

All EEC child care and placement licensing regulations contain provisions that protect the information contained in children's records from unauthorized use and from disclosure to anyone not directly involved in implementing the child's program without written consent of the child's parents. The intent of these regulations is to protect the privacy of children and families.

Therefore, early education and care and child placement programs and their staff may not distribute, share or discuss information (including photographs or other images) about children and families in their care by any means, whether written or verbal, using any medium, including but not limited to telephone, e-mail or electronic text, without the expressed written permission of the child's parents or pursuant to a court order. Images of children, whether or not they are identified by name, as well as personal information related to children and their families, may not be posted on the publicly accessible portions of "Face Book", "My Space", or any other similar online directory, social utility or networking website under any circumstances. However, images of children and personal information related to children and families may be shared on the restricted, private portions of such websites only with the express written permission of the child's parents.

Early education and care and child placement program staff may not discuss children and families in their care with anyone not directly involved in implementing the child's program, including but not limited to other parents in the program, and may not distribute copies of information in a child's record without the expressed written permission of the parents or pursuant to a court order.