



Sheppard Pratt School

COMAR 13A.09.10.12:

Privacy Rights

It is the policy of Sheppard Pratt Schools to protect all rights of the students and families in our programs. To this end, policies governing practices relevant to Student Privacy Rights are reviewed annually and updated as prudent or required by any governing entity.

- Sheppard Pratt School records are the property of the school and maintained for the benefit of the student, staff, and school. It is the responsibility of the school to safeguard the information in the record against loss, defacement, tampering, or use by unauthorized persons. Records may be removed from the school's jurisdiction and safekeeping only in accordance with a court order, subpoena, or statute.
- Parents/Guardians have the right to inspect and review their child's student record. For purpose of this policy, whenever a student becomes 18 years old, the rights accorded to and consent required of the parents/guardians of the students shall after that only be accorded to and required of the eligible student, unless otherwise prohibited.
- The Policies and Procedures of Sheppard Pratt School should not be construed to abrogate the privacy rights of a student or the parents/guardians of a student under federal or state law. The contents of the school's records are confidential and protected by state and federal laws. This right may be waived by the parent or student if over 18 years of age, through a signed authorized release of information to the school. - Sheppard Pratt School will not disclose personally identifiable information from a student's record without prior written consent of the parent/guardian.

Procedure for Compliance:

1. As it is the policy of Sheppard Pratt School that all records pertaining to a student are available to the student's parent for inspection or review and that personally identifiable information from a student's record is not disclosed without prior written consent of the student's parent unless otherwise allowed by law the procedure to be followed by a parent who requests to inspect and review the records of his or her child is as follows:
 - a. Contact the Education Director or the Education Director's designee.



Sheppard Pratt School

- b. Be prepared to present photo identification and authorization for release or information if you are not the Parent or Legal Guardian of the student, as determined by the student's Birth certificate and / or any legal documentation available to the school's Director.
 - c. The student's record will be made available within 24 to 48 hours.
 - d. 72-hour notice is required for hard copies of records.
2. The school shall maintain a written record of requests for, and disclosure of, personally identifiable information from a student's record that includes first, middle, and last name of the student, the name of the reviewer, the month, day and year of the review, and the purpose of the review in the student's permanent record for the length of the time the record is required to be maintained.
3. Parents are informed of these procedures upon admission, and each year at the annual mailing.
4. When a student becomes 18 years old, the rights accorded to and consent required of the parent/guardian of the student shall be accorded to and required only of the eligible student, consistent with Education Article 8-412.1, Annotated Code of Maryland

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