NEVADA 4-H

4-H Privacy & Information Sharing Guidelines
(Approved/Reviewed; August 2010)

The policy of the Nevada 4-H Program is to not release any information about anyone (youth or adult) involved with the 4-H Program. To maintain the safety and well-being of all those involved in the 4-H Program, all information must be kept confidential.

The information obtained from individuals (youth or adult) via enrollment, activity participation, program attendance, or any other method is only for use within the Nevada 4-H Program. This information is not to be shared or distributed with any individual, agency, group, association, etc unless written permission is received from the individual whose information is being publicized or is being provided to another individual, agency, group, association, etc.

If an attendance/participation list for an activity (program, event, camp, or whatever) is to be shared and distributed to all attendees (even though this is typically done to facilitate communication and interaction among attendees, which enhances the activity), written permission must be obtained from each individual before his/her name and other information (phone number, email address, etc) is included on the list. This permission can be included as part of the registration form or obtained through another method.

If photographs, videos, audio, etc are to be used at the activity (program, event, camp, or whatever), written permission must be obtained from each individual before his/her picture can be utilized (such as posting on a website or appearing in a news article). Nevada 4-H has a form designed for this purpose; it is called “4-H Photo/Audio/Video/Quote/Name/Town Release Form”.

If a possible conflict arises, such as Child Protection Services or the Police requesting information on someone involved in the 4-H Program, and the request is a matter of safety; this privacy of information can be waived. However, before a waiver is granted, the legitimacy of the agency or organization seeking the information must be verified. This validation and legitimacy must in be writing and signed by a representative of the agency or organization and signed by UNCE/4-H Personnel providing the requested information. The written agreement must also state the exact information being provided to the agency or organization.

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