

Category One Principles

Personally identifiable information is shared and used to create coordinated case plans for youth and families who are served by multiple agencies and to improve outcomes for these individuals.

There is a presumption of non-disclosure of personal-identifiable information.

Personally identifiable information regarding a youth and his/ her family, both within and across agencies, is shared and used on a “need-to-know” basis. The term “need-to-know” is defined through a collaborative process involving the decision-makers, agencies and systems with responsibility for serving youth, as well as the youth, their families and legal representatives.

Personally identifiable information regarding a youth and his/her family should only be shared to achieve the necessary purpose of coordinated case planning.

Personally identifiable information is only shared or used in a manner that is consistent with applicable federal and state laws. That means that personally identifiable information is shared and used with the informed, voluntary authorization of the youth and/or his parents/guardians, as required by applicable federal and state laws. Alternatively, the information may be shared without first obtaining consent if the situation falls within an explicit exception to the consent requirement under applicable federal and state laws.

Personally identifiable information is shared and used in a manner that is consistent with, and not in violation of, youths’ due process rights – as defendants in delinquency, criminal and summary offense cases, and as respondents in status offense and child welfare cases – including their right against self-incrimination.

Privacy rules including access rights and security safeguards minimize the potential for undesirable publication of personally identifiable case information.

Stakeholders are held accountable for improper sharing and use of personally identifiable information.

All decision-makers, agencies and systems responsible for serving youth involved with, or at risk of involvement in, the juvenile justice system participate in the creation of, and ongoing evaluation of, the information sharing projects.