Maine Roads to Quality Registry Membership Privacy Policy

Maine Roads to Quality (MRTQ) values your privacy and takes the protection of information contained in the Registry seriously. Maine Roads to Quality is located at the University of Southern Maine and is afforded the protections provided by the University’s data security systems. All data on the web-based Registry is transmitted in a secure encrypted format. The data is stored in an encrypted database behind USM’s firewall.

The questions and answers below explain what data we collect, why we collect this data, and who else has access to some of this data.

What is the Registry?

The MRTQ Registry and Career Lattice is the state of Maine’s professional recognition system. The Maine Roads Registry serves as a repository for individual early care and education providers to maintain their professional accomplishments and to plan for ongoing professional development. Registry membership is open to all individuals who work in the early care and education field regardless of setting, work responsibilities, or licensing status.

The MRTQ Registry supports the early care and education work force by providing:

- Recognition of individual members’ professional achievements in the early care and education field.
- Supports for individuals and program directors in documenting that staff have met state training requirements, Quality for ME (QRIS) program standards, national accreditation standards, and have met requirements for state and national credentials such as the CDA credential.
- Early Childhood workforce data to state and national partners, researchers, and policy makers that helps impact policy decisions and implementation.

What data does the Registry collect about me?

MRTQ collects the data fields listed below from online and paper Registry enrollment forms, updates provided by the member through online interface, written and personal contact by phone or email, and by duly authorized program representatives (Example: employers, RDC staff, and Technical Assistance providers).

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personal Identifying information</td>
<td>Individual member (agreed to with signature on application)</td>
</tr>
<tr>
<td>2. Personal Contact information</td>
<td>Individual member</td>
</tr>
<tr>
<td>3. Demographics</td>
<td>Individual member</td>
</tr>
<tr>
<td>4. Employment Information</td>
<td>Individual member or authorized</td>
</tr>
</tbody>
</table>
1. Personal Identifying information data fields include First Name, Last name, Middle Initial, prior last name, date of birth, and last 5 digits of the social security number.
2. Personal Contact information data fields include street address, town, county and phone number.
3. Demographic data fields include race and ethnicity, and gender.
4. Employment data fields include name of program, program’s state license number, street and mailing address, county and phone number, job title and role and employment status (full or part time), and ages of children with whom the member works.
5. Education data fields include highest level of education, name of institution beyond high school, degree granted, date degree was granted, major, course number and name of ECE related college course work, along with semester credits were earned.
6. Credential information data fields include name of credential and expiration date.
7. Training information data fields include date of training, name of training, total training hours earned, location, and training sponsor.

Why does MRTQ ask for my date of birth (D.O.B.) and Social Security Number (SSN)?
Although date of birth and Social Security number (last 5 digits only) are optional fields and members are not required to provide them, MRTQ uses these data fields to ensure that each Registry member has only one record in the database. This ensures that all training, education, and employment records for any individual Registry member can be accurately applied to the appropriate record. Once a birth date and/or SSN is entered into the member’s record, the data fields are masked and only available to MRTQ Registry staff for identification purposes. MRTQ does not share this data with any partners for any reason.

How can I access and update my MRTQ Registry Record?
Each Registry members can access her/his own Registry Record by setting up an online User Name and password. Through the web application, Registry members are allowed to update contact information, employment information, job title and responsibilities, ages of children with whom they work and enter unverified elective training and college course work. Members may also contact MRTQ Registry staff by mail, email, or phone to have data updated. MRTQ staff is required to verify all training and college course work and will do so upon receipt of documentation. MRTQ Registry members can print a copy of their Professional Development Profiles containing all verified education, training hours, and credentials.

Who else has access to my data and for what purpose?
MRTQ maintains partnerships with the Department of Health and Human Services, statewide agencies that provide early care and education support services to individuals and early care and education programs, and individual child care programs. Additionally, MRTQ maintains partnerships with national partners such as national accrediting bodies and organizations that award national early education credentials. MRTQ partners are required to have a signed
Memorandum of Understanding and confidentiality agreement which is kept on file at MRTQ in order to access or receive data.

Individuals and MRTQ partners may include but are not limited to:

1. MRTQ staff, as administrators of the Registry, may view and update all program and individual information to ensure that both the individual’s Registry record is up to date and reflects all professional development and to ensure that all licensed programs can meet the qualifications required by local, state, and national organizations.

2. Licensed child care Program Directors who have been granted access to the MRTQ Registry may view the following data of their own employees: name, registry level, job title, date of initial employment, highest level of education, and ages of children with whom the employee works. Program Directors will be granted this privilege to keep staffing records for their programs current to meet state Quality for ME Program staffing records, licensing requirements, and for reports for national accreditation.

3. MRTQ provides the Quality for ME Program and relevant state agencies with child care staffing data including names of employees, job titles, Registry level and ongoing educational and training data. Additionally, MRTQ allows limited access to the Registry to DHHS designated agencies to enter and track technical assistance to early care and education licensed child care programs.

   Additionally, the Registry may provide summary data that does not identify any individual member to researchers and other partners for workforce planning, research and evaluation, and informing the public about workforce qualifications.

MRTQ policy changes and updates

MRTQ Registry policies are posted on the MRTQ website at www.muskie.usm.maine.edu/maineroads. Any future changes to this or other policies will be posted on the website and will go into effect 30 days after posting. Concerns and questions may be addressed to Registry staff by contacting Pamela Prevost, Registry Manager (pamela.prevost@maine.edu) or by calling us at 1-888-900-0055.

MRTQ privacy policy effective 2012