



Exceptional Horseback Riders of Saginaw County

CONFIDENTIALITY POLICY

I. General Principles

Riders and their families have a right to privacy that gives them control over the dissemination of their medical or other sensitive information.

- *The therapeutic riding center shall preserve the right of confidentiality for all individuals in its program.*

II. Information Covered by the Confidentiality Policy

It is important to specify exactly what kind of information is covered by the policy, such as medical, financial or other sensitive information. You must maintain the confidentiality of such information regardless of how it is obtained. Disclosures can occur because a chart, record, or computer screen is left unattended.

Someone may overhear a discussion or a third party may give information. This kind of information is protected and employees or volunteers who receive this information must not disclose it to anyone else without proper authorization.

- *The staff shall keep confidential all medical, social, referral, personal and financial information regarding a person and his/her family.*

III. Person Subject to the Confidentiality Policy

Anyone who works or volunteers for, or provides services to, the therapeutic riding center should be bound by the policy. This includes but is not limited to:

- *full and part-time staff*
- *independent contractors*
- *temporary employees*
- *volunteers*
- *board members*

The policy should also apply to anyone connected with your center that could obtain this information either accidentally or on purpose.

I understand and will observe the confidentiality policy of Exceptional Horseback Riders of Saginaw County, Inc.

Signature: _____ Date: _____

Witness's Signature: _____

EHRSC Copy



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PARTICIPANT Copy