



The Saddle Light Center for Therapeutic Horsemanship
17530 Old Evans Road
Selma, TX 78154

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CONFIDENTIALITY POLICY

The confidentiality policy applies to the disclosure of medical and/or sensitive information. The purpose of this policy is to ensure the protection of personal information for all who participate in the Saddle Light Center program.

- ALL medical, social, referral, personal and financial information regarding riders and their families shall be kept confidential.
- Anyone with access to confidential information who works, volunteers or provides services to SLC shall be bound by the terms of this Confidentiality Policy. Those bound by this policy include, but are not limited to, full-time and part-time employees, independent contractors, volunteers and board members. Prior to performing any volunteer activities, a volunteer shall read and acknowledge receipt of this Confidentiality Policy.
- If a volunteer is under the age of 18, a parent or legal representative must read and acknowledge receipt of this Confidentiality Policy on behalf of the minor.
- Disclosure of information to outside agencies or individuals shall be done only by the instructor and only with the specific written consent of the rider.
- Interagency disclosure of information shall be on an as-needed basis only.
- Instructors, the Executive Director and Volunteer Coordinator shall ensure that all staff and volunteers receive a copy of the Confidentiality Policy.
- All confidential records will be kept in a secured location.
- Violations of the Confidentiality Policy will result in reprimand, loss of certain job or volunteer responsibilities, or termination.

The Executive Director shall be responsible for reviewing and acting upon any violations of the Confidentiality Policy.

Volunteer Signature: _____

Date: _____