



Talbot Special Riders, Inc.
Therapeutic Horseback Riding
P.O. Box 391 Easton, Maryland 21601



Confidentiality Policy

1. Talbot Special Riders, Inc. shall preserve the right of confidentiality for all individuals in its program, participants, instructors and volunteers.
2. The staff, instructors, board, volunteers and any others working with the program shall keep confidential all medical, financial, social, referral and personal information regarding a person and his/her family. Information will not be disclosed to anyone without proper authorization.
3. A rider may not be competent to give consent for disclosure of medical or sensitive information because of age (under 18 years) or mental incapacity. If this is the case only the parent(s) or legal representative or others defined by the State of Maryland have this authority.
4. Adult riders are presumed legally competent to give or deny consent unless they have been adjudicated incompetent to make this type of health care decisions. If a substitute decision maker has been appointed, specific written consent from that individual is required.
5. Access to or disclosure of sensitive information should not be given to anyone without the rider's written consent on the basis of perception. (i.e. at the request of a healthcare facility.)
6. Disclosure of information to outside agencies is only done with written consent of the rider.
7. Breach of this confidentiality policy may result in loss of position or removal from the volunteer program.

I understand and will observe the confidentiality policy of Talbot Special Riders, Inc.

Volunteer Signature

Date

Printed Name