



TALBOT SPECIAL RIDERS, INC.

CONFIDENTIALITY POLICY

1. Talbot Special Riders, Inc. shall preserve the right of confidentiality for all individual 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 representatives 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 decision. If a substitute decision maker has been appointed, specific written consent from that individual.
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 health care facility.
6. Disclosure information to outside agencies is only done with the written consent of the rider.
7. Breach of this confidentiality policy may result in loss of position.

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

Signed

Date