



Horses Unlimited, Inc.
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 horsesUI.org

A charitable organization providing therapeutic horseback riding for people with disabilities

Confidentiality Policy

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 Horses Unlimited, Inc. (HUI) therapeutic horseback riding center shall preserve the right of confidentiality for all individuals in the program.

Information Covered by the Confidentiality Policy

All Staff members shall keep confidential all medical, social, referral, personal and financial information regarding a person and his/her family.

Persons Subject to the Confidentiality Policy

Anyone who works or volunteers for, or provides services to, the therapeutic riding center should be bound by this policy.

This includes but is not limited to:

- full and part-time staff independent contractors
- temporary employees
- volunteers
- board members
- and anyone connected with HUI who could obtain this information either accidentally or on purpose

Competency and Informed Consent Disclosure

A rider may not be competent for disclosure of medical sensitive information because of age or mental incapacity. Only parents or legal representatives of others defined by state statute generally have this authority. Adults with developmental disabilities are presumed legally competent to give or deny consent to disclosure unless they have been adjudicated incompetent.

Intra-Agency Access to and Disclosure of Medical and/or Sensitive Information

HUI shall not permit access to such information without a rider's consent based on a perceived need to protect staff or anyone else from possible exposure through casual contact. Use of Universal Precautions, will protect staff members from transmission of blood borne diseases.

Extra-Agency Disclosure of Medical and/or Sensitive Information Disclosure of information to outside agencies or individuals ONLY with specific written consent of the rider, parent, or guardian.

Penalties for Unauthorized Disclosures

Personal and professional penalties will result from breaching confidentiality such as reprimand, loss of certain job responsibilities or termination.

I have read, I do understand and I will observe the confidentiality policy of Horses Unlimited, Inc.

Signature _____ **Date** _____

Witness _____ **Date** _____