



**Heavenly Gaits Therapeutic Riding Center, Inc.**

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## **Confidentiality Policy**

It is the policy of Heavenly Gaits Therapeutic Riding Center, Inc. to keep confidential all medical, social, referral, personal, and financial information regarding participants, volunteers, and staff. This information will not be shared or disclosed to individuals outside the operation of the center without the express written permission given by the individual concerned.

It is understood by all the individuals working or volunteering at this center that this confidentiality code will be maintained and adhered to in order to protect the privacy and personal dignity of all individuals associated with the day-to-day operations of this center.

Confidential information may be shared between center staff in cases where it will assist planning for the equestrian lesson.

Violation of this policy by anyone at Heavenly Gaits Therapeutic Riding Center, Inc. can result in immediate expulsion from all activities at the center, as determined by the program director and the board of directors.

I understand and will observe the confidentiality policy of Heavenly Gaits Therapeutic Riding Center, Inc.

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Signature (parent/guardian signature if under 18)

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Date