

**MIRACLES IN MOTION
CONFIDENTIALITY POLICY**

It is the policy of Miracles in Motion to preserve the right of confidentiality for all individuals in the program. This policy applies to all volunteers, participants and anyone who might obtain confidential or sensitive information.

Informed consent for disclosure may be given only by competent adults, parent(s), legal representatives and others defined by State stature.

Access to student forms on file in the office is restricted to instructors, therapists and the program director. Pertinent information on a need to know basis will be given to other volunteers by the instructor, program director or therapist without reference to diagnosis. Meetings will be held after each class to discuss each student's ride. These discussions will be centered on the student and the student individual goals and the horse and its behavior. Student evaluations, medical information, financial information and other sensitive information as well as individual goals and progress are confidential.

Disclose medical and/or sensitive information to extra-agents and outside health care providers involved in therapy only with the specific written consent from the rider.

In case of emergency, student forms will be made available as needed to appropriate personnel.

Personal immunization, infection control procedures and universal precautions are effective protective measures against possible exposure through casual contact.

It is the policy and practice of Miracles in Motion to treat each student with the utmost respect.

Personal and professional penalties that can result from breaching confidentiality may be much more severe than reprimand or termination from this organization.

I understand and will observe the confidentiality policy of Miracles in Motion.

Witness

Date

Signature

Date

MIM 1/08