

## **Cincinnati Therapeutic Riding and Horsemanship Confidentiality Statement**

It is the policy of Cincinnati Therapeutic Riding and Horsemanship to respect the privacy of riders, volunteers, and personnel and hold in confidence all information obtained in the course of service.

Therefore, information and confidences will not be disclosed to anyone, except:

1. As mandated by law.
2. To prevent a clear and immediate danger to a person or persons.
3. Where requested in a civil, criminal, or disciplinary action arising from the therapy (in which case rider confidences may only be disclosed in the course of action).
4. If there is a waiver previously obtained in writing and then such information may only be revealed in accordance with the terms of the waiver.
5. As required for accreditation reviews.

Cincinnati Therapeutic Riding and Horsemanship shall be responsible to store in a locked area, records for the required length of time by law or governing rules and regulations.

Written permission, as applicable, from the rider/caregiver/guardian shall be received prior to the destruction of rider records.

Cincinnati Therapeutic Riding and Horsemanship  
1342 State Route 50  
Milford, OH 45150

**Please review the above notice and sign the form below that you have read the material.**

**Thank you for your cooperation.**

As a volunteer/staff member of Cincinnati Therapeutic Riding and Horsemanship, I shall respect the privacy of riders, volunteers, and personnel and hold in confidence all information obtained in the course of my service at CTRH. I also recognize that confidentiality and privacy requirements apply to fellow volunteers/staff members. In addition, I understand that photographs of riders are prohibited.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_