

HORSES & HORIZONS THERAPEUTIC LEARNING CENTER, INC. CONFIDENTIALITY AGREEMENT

The undersigned as a volunteer, parent, or staff member of Horses & Horizons Therapeutic Learning Center Inc. agrees to hold any information about riders, their families, volunteers, and staff members in strict confidence, and not divulge any information to any person, except with permission from Horses & Horizons Therapeutic Learning Center Inc.

“Confidential information” includes, but is not limited to, personally identifiable information such as surnames, telephone numbers, addresses, e-mail, etc., as well as the non-public business records of Horses & Horizon Therapeutic Learning Center Inc.

In particular, medical information about clients, and information about their disabilities or special needs, must be protected as Confidential Information. This includes any written or oral information received from riders, their families, volunteers or staff members.

When taking pictures of any kind, permission must be granted by the person or persons in the picture or pictures.

I hereby confirm that I have read and understand this Confidentiality agreement.

SIGNATURE:

DATE:

PRINT NAME:

DATE:

SOCIAL MEDIA POLICY

In the area of social media (print, broadcast, digital, and online), the following rules and guidelines apply in the use of social media for volunteers.

1. All information published on any volunteer’s blog, Facebook page, Myspace, or any other website must comply with Horses & Horizon’s Therapeutic Learning Center’s confidentiality policy.
2. Should you decide to create a personal blog or website, be sure to provide a clear disclaimer that the views expressed in the blog are the author’s alone and do not represent the views of Horses & Horizon’s Therapeutic Learning Center Inc.
3. Be aware that comments, posts or actions captured via digital or file images can affect the image of Horses & Horizon’s Therapeutic Learning Center Inc.

You may not use any Horses & Horizon’s Therapeutic Learning Center Inc. logos or trademarks without written consent.

I hereby confirm that I have read and understand the Social Media Policy of Horses & Horizon’s Therapeutic Learning Center Inc.

SIGNATURE

DATE

PRINT NAME

DATE