



Statement and Acknowledgement of Confidentiality

All information concerning clients, former clients, staff, and volunteers of Paws For Reflection Ranch is confidential. "Confidential" means that you are free to talk about Paws For Reflection Ranch, about your program and your position, but **you are not permitted to disclose clients' names, talk about them in ways that will make their identity known, or take any photographs of clients.** No information may be released without appropriate authorization. This is a basic component of client care and business ethics. Paws for Reflection Ranch has a legal and ethical responsibility to protect the privacy of all clients.

Paws For Reflection Ranch expects you to respect the privacy of clients (ie. not be in the vicinity of therapy sessions) and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients. All financial data and business records of Paws for Reflection Ranch are confidential as well.

Confidentiality is the preservation of privileged information. By necessity, personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the client; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client and make it difficult to help the person.

Failure to maintain confidentiality may result in termination of your service or other corrective action. This policy is intended to protect you, as well as, Paws For Reflection Ranch because in extreme cases, violations of this policy also may result in personal liability. Although the agency is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the agency's refusal to support you in the event of legal action. Violation of the state and federal statutes regarding confidentiality of records is punishable upon conviction by fines, by imprisonment, or by both.

I have read Paws For Reflection Ranch's Statement and Acknowledgement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Paws For Reflection Ranch.

Signature _____ Name _____ Date _____