



## **The Barefoot Ranch (TBFR)**

### **Volunteer Confidentiality Policy**

Volunteering is a service or aid rendered by someone voluntarily. Any information pertaining to TBFR but not limited to donor information, TBFR facility files/photos cruelty case files/photos are confidential and no information regarding this information can and shall not be discussed outside the agency. If you are volunteering to do clerical work and filing is involved all information must be kept confidential.

However if you are volunteering in the facility you will not have access to any donor or cruelty case files and any information you receive or discuss with a TBFR representative must be kept confidential.

If it is found that a volunteer has disclosed any information pertaining to TBFR to cause harm or injury to the rescue, all volunteering efforts will be terminated. In the event that any volunteering efforts were terminated due to disclosing information pertaining to TBFR you or any family member will not be eligible to volunteer for The Barefoot Ranch Horse Rescue.

Confidentiality Statement: I agree that certain information concerning The Barefoot Ranch Horse Rescue may be confidential and I will use discretion discussing TBFR policies, procedures, cases and other business with anyone. I also understand that it is a privilege not a right to volunteer at TBFR. No email message may be forwarded to or discussed with anyone not a member of TBFR without receiving permission from a Board Member.

I have read, understand and agree to abide by this statement outlined herein of the confidentiality policy stated above and you agree to its terms and conditions please sign below. By signing below you acknowledge that you have read and agree to follow the volunteer confidentiality policy.

I, \_\_\_\_\_ (please print name), have read and received a copy of the volunteer confidentiality policy.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
TBFR Staff Signature

TBFR Staff Name (please print) \_\_\_\_\_

\_\_\_\_\_  
Date