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Confidentiality Policy

Farm Community: *Employees, associates, affiliates, volunteers, contractors, boarders and other members of the Forward Equestrian and Wellness Centre community and farm facility who are **not** agency members.*

Agency: *Employees, associates, affiliates, volunteers, contractors, boarders and other members of the Forward Equestrian and Wellness Centre community and farm facility who **are** agency members*

In most cases, Forward Equestrian and Wellness Centre (FEWC) will not share information in any form (verbal, written or otherwise) about a client unless the client (if 12 years old or older) or the client's parent or legal guardian agrees in writing. A client, parent or guardian, gives this consent by completing a FEWC *Consent for Release of Information form*. This form includes details about what information will be shared, who it will be shared with, and what period of time it can be shared in. A client who completes this form will receive a copy of the completed form.

There are times when FEWC can or must share information about a client without consent. These times include when:

- The information is important to the Ministry in terms of FEWC's partnership with the Ministry in dealing with child protection, children and youth in permanent care and/or youth justice;
- A child or youth is suspected to be abused or is believed to be in danger of being abused;
- A person is believed to be at risk to harm her/himself or others;
- A judge requires testimony in a court of law; and
- Information is shared within the agency as required.

Information about a client that includes information about another person (this person is called the "third party") may not be released without the third party's written consent.

When FEWC shares information with the consent of a client or legal guardian, FEWC will only share as much information with another agency as that agency needs to do its work.

FEWC may not share documents in FEWC files that have come from other professionals or agencies.