



## Puppy Jake Foundation Confidentiality Policy

The Confidentiality Policy of Puppy Jake Foundation respects the privacy of all individuals and applicants for a service dog. This policy applies to Board Members, Staff, Volunteers, Contractors and Veterans associated with Puppy Jake Foundation.

All written documents will be stored in a locked filing cabinet with access only to those authorized to review and handle such documents. The Confidentiality Policy applies to all documents, records, correspondence and information pertaining to an applicant.

Individuals associated with Puppy Jake Foundation shall not disclose any private information about persons applying for a service dog or recipients that have received a service dog. Additionally, individuals associated with Puppy Jake Foundation shall not disclose any information regarding service dogs in training outside the appropriate training track.

The fact that an individual has been accepted as an applicant for a service dog; is in Puppy Jake Foundation's training program; or has received a service dog is not confidential nor private information. Further, the fact that an applicant or recipient has a disability is not confidential nor private information. An applicant or recipient of a service dog may waive the confidentiality policy and thereby indicate no objection to disclosure of personal information.

A copy of the Puppy Jake Foundation Confidentiality Policy will be provided to all applicants and recipients; employees; and volunteers. This policy will be available in PJF manuals and applications.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Please Check One:

Board Member     Staff     Volunteer     Contractor     Veteran