### SECURITY and CONFIDENTIALITY PROTOCOLS FOR FOSTERING

*(suggested)*

This policy and protocol document outlines the procedures for foster guardians when caring for pets of clients in [shelter]. The objective is to ensure the safety, security, and privacy of pets in your care, owners/guardians, yourself, and other residents of your home. This policy applies to all persons living in your home and anyone with access to the pets and your residence.

**Confidential Guests:**

Pets must be designated as "confidential guests" if their owners/guardians have requested enhanced privacy or if there are safety concerns related to the pet's presence in your home.

**Maintain Confidentiality:**

Do not discuss or share information about confidential guests with anyone other than [authorized persons] at [shelter].

Foster guardians are encouraged to use their discretion when exercising confidential guests (e.g., walking dogs) in their community, including not revealing the name of the animal to others, to protect the privacy of the confidential guest as well as their owner/guardian.

**No information is to be released to third parties.**

* If a request for information is received (phone call, email, in-person) about a confidential guest, do not confirm or deny that the pet is being cared for on behalf of a client at [shelter].
* Inform [authorized person] at [shelter] about the situation and provide a brief summary of the request for information, including date and time of contact, information requested, and person requesting the information.

**No photos or videos shared to social media**

Foster guardians, including all residents of the home, are strictly prohibited from taking photos or videos of confidential guests.

Mentioning confidential guests or posting images (photos, videos, etc.) on social media is strictly prohibited.

**Violation of Confidentiality:**

Any violation of this policy must be promptly reported to [authorized persons] at [shelter] for appropriate action.

Shelter management will evaluate the situation for safety and security of the foster guardian, the pet and their owner/guardian.

I have read and understand the terms of this Confidentiality Agreement and agree to abide by its provisions.

Foster Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Agency/Foster Program] Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_