

## **Privacy Policy & Conveying Correct Information**

Information pertaining to BARC records or specific cases is strictly confidential and may not be discussed with others. Please refrain from offering the public information on fees or policies unless you are sure you have current, accurate information. When in doubt, always refer the person to BARC staff. Fosters are not to disclose any confidential information (contact, personal information, financial, etc.) of shelter customers or staff members. Only BARC approved signage and messaging are allowed on premise, at BARC events, or online. Do not write notes or messages on kennel cards, on paper signs or affix any other signs or messages without prior approval from BARC management.

