

Confidentiality Policy

At Colorado Institute of Shamanic Studies, we honor the sacred trust you place in us. We choose to hold ourselves and all practitioners working through the Institute to HIPPA-level confidentiality standards. This ensures your information is treated with the highest degree of respect, integrity, and security.

Practitioner Training and Responsibility

All Practitioners working through the Colorado Institute of Shamanic Studies are trained in our Confidentiality Policy and agree to uphold HIPPA-level standards of privacy and data protection, regardless of whether HIPPA legally applies to their role.

This Confidentiality Policy outlines how we manage, protect, and respect your information. By engaging in our classes, sessions, or programs, you agree to the terms of this policy.

Information We Protect

We are committed to protecting the confidentiality of all information you share with us, including:

- **Personal Identifiable Information (PII):** Name, phone number, email address, mailing address, and emergency contact details.
- **Wellness and Session Information:** Any details you provide about your health, wellness, or personal history that are relevant to your sessions and participation.

How We Use Your Information

Your information is used only for purposes directly connected to your care and participation, including:

- Providing shamanic classes, sessions, and supportive practices.
- Communicating with you about scheduling, session details, and follow-ups.
- Maintaining accurate records for continuity of care.
- Supporting program evaluation and research purposes, with all identifying details removed unless you provide written consent.
- Meeting ethical obligations for recordkeeping and protection of client safety

Sharing Your Information

Your information is sacred and confidential. We do not share it with anyone except under the following circumstances:

- **With Your Authorization:** If you sign a Release of Information (ROI) form requesting or allowing disclosure to a third party.
- **As Required by Law:** In rare cases where disclosure is legally mandated, such as imminent risk of harm to yourself or others, or in response to a valid court order.
- **For Research Purposes:** Only with your explicit consent, otherwise, any use will be de-identified and stripped of personal identifiers.
- **Essential Operations:** Limited access may be provided to trusted service providers only as necessary to support service delivery.

Authorization for Special Disclosure

Any disclosure of your information to third parties beyond the direct provision of services requires your signed **Release of Information (ROI) form**. The ROI will specifically:

- The person or organization receiving your information.
- The purpose of disclosure
- The type and scope of information to be released.
- The expiration date or event for authorization.
- Your right to revoke the authorization at any time in writing.

Your Rights

You have the following rights regarding your information:

- **Access:** Request a copy of your records.
- **Amendment:** Request corrections to inaccurate information.
- **Restrictions:** Request limits on how your information is used or disclosed.
- **Confidential Communication:** Request communication through specific methods (phone, email, etc.)
- **Accounting of Disclosures:** Request a record of when your information was disclosed, outside of standard operations.

To exercise these rights, contact us at info@shamanicstudies.org

Electronic Communications

While we use secure systems, communication by email, text, or other electronic means may carry some risk of unauthorized access using these methods, you acknowledge and accept this risk.

Changes to This Policy

We may update this Confidentiality Policy as our practices evolve. Updates will be posted on our website with a revised effective date.

Contact Us

If you have any questions or concerns about this Confidentiality Policy, please contact us at:

Colorado Institute of Shamanic Studies

info@shamanicstudies.org

Phone: 720-943-0992

Address: 3830 Soap Weed Road

Calhan, Colorado, 80808