

## Confidentiality agreement for staff

### WEST HOUSE DENTAL PRACTICE

#### Reviewed 14/05/2018

In the course of your employment or associated work with the practice, you may have access to, see or hear, confidential information concerning the medical or personal affairs of patients, staff or associated healthcare professionals. Unless acting on the instructions of an authorised officer within the practice, on no account should such information be divulged or discussed except in the performance of your normal duties. Breach of confidence, including the improper passing of computer data, will result in disciplinary action, which may lead to your dismissal.

You should also be aware that regardless of any action taken by the practice, a breach of confidence could result in a civil action against you for damages.

You must ensure that all records, including computer screens and computer printouts of patient data, are never left in such a manner that unauthorised persons can obtain access to them. Computer screens must always be cleared when left unattended and you must ensure you log out of computer systems, removing your password. All passwords to practice systems must be kept confidential. No unauthorised use of the internet or email is allowed.

Information concerning patients or staff is strictly confidential and must not be disclosed to unauthorised persons. This obligation shall continue in perpetuity.

Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under the Data Protection Act 1998 or an action for civil damages under the same Act in addition to any disciplinary action taken by the practice.

I have read, understand and agree to the terms and conditions set out above.

Signature.....

Name (print).....

Date signed.....