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CONFIDENTIALITY DISCLAIMER

In the course of your associated work with GPS, you may have access to, see or hear, confidential information concerning the medical or personal affairs of, co-workers or associated healthcare professionals. Unless acting on the instructions of an authorised officer at GPS, 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 registered 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 GPS, a breach of confidence could result in a civil action against you for damages.

You must ensure that all records, including VDU screens and computer printouts of registered data, are never left in such a manner that unauthorised persons can obtain access to them. VDU screens must always be cleared when left unattended and you must ensure you log out of computer systems, removing your password and smartcard. All computer passwords must be kept confidential.

No unauthorised use of the internet or email is allowed.

Information concerning service users 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 or an action for civil damages under the same Act in addition to any disciplinary action taken by GPS.

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

Sign:

Name:

Date: