

Cumbria Health, 4 Wavell Drive, Rosehill Industrial Estate, Carlisle CA1 2SE Tel:
01228 514830, Email: ch.office@cumbriahealth.nhs.uk

CONFIDENTIALITY AGREEMENT FORM

Cumbria Health Ltd (the organisation) places the utmost importance upon confidentiality.

The organisation's patient confidentiality policy is governed by the NHS "Caldicott" rules and procedures which are displayed at all main sites. The designated Caldicott "guardian" with responsibility for ensuring adherence to these guidelines is the Medical Director.

In addition, all notes, memoranda, records and other material in permanent form made or created by you relating to the business of Cumbria Health in pursuance of your duties (including all copies) shall be and remain the property of Cumbria Health and must be handed over by you to the organisation on demand and in any event at the end of your employment for any reason.

You will not at any time either during your employment, or afterwards, use, or divulge to any person, firm or organisation, except in the proper course of your duties during your employment, such confidential information relating to the business of any patient or customer of Cumbria Health which may have come to your knowledge during your employment.

Similarly, you will not use or divulge any information, relating to, or concerning Cumbria Health, details of patients, or general practitioners, or suppliers of Cumbria Health, or any computer programs and related manuals or documentation, the intellectual property rights of which belong to Cumbria Health, or the prices charged or quoted by any such suppliers which you may possess or which may come to your knowledge.

You will keep with complete secrecy all information entrusted to you which you know, or ought reasonably to know, to be confidential or secret, and will not use or attempt to use any such information entrusted to you which you know, or ought reasonably to know, to be confidential or secret, and will not use or attempt to use any such information in any manner which may injure or cause loss either directly or indirectly to Cumbria Health or its patients or clients, or may be likely to do so. This restriction will continue to apply at the end of your employment, save to the extent that any such confidential information shall have come into the public domain.

By signing this document, you agree to abide by the Data Protection Act, the European Data Protection Directive, The Computer Misuse Act and Cumbria Health policies relating to personal data security and confidentiality. Disclosure of personal data or breach of this clause will be treated as gross misconduct under the Cumbria Health Disciplinary Procedure, which may result in disciplinary action including summary dismissal.

cumbriahealth.co.uk

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I hereby confirm that I have read, understood and accept the above.

Signature

Print Name

Date