

DECLARATION OF DUTY TO MAINTAIN CONFIDENTIALITY (PERSONS NOT EMPLOYED BY THE TRUST)

I understand that I have a duty of confidentiality to patients/clients/employees (including ex-patients/previous clients/ex-employees) and an implied duty of confidentiality and loyalty to the Trust.

I understand that any information which I am exposed to during the course of my placement/visit/research must not be divulged to other employees, patients, relatives, visitors to the Trust and/or any other person without the explicit and prior consent of an authorised officer. I also understand that in no circumstances should confidential information be divulged to sources outside the Trust or taken off site, including data related to research for example, without permission from the Head of Department.

Where any unauthorised disclosure of confidential information occurs, I understand that justification will be sought and will require defending and, therefore, should be soundly based. I am aware that action may be taken under the Trust's *Procedure for Maintaining Standards of Performance and Conduct* and that any unauthorised disclosure of confidential information will be treated as a serious breach of discipline, normally resulting in withdrawal of placement/visit/research.

Signed: _____ Date: _____

Name (BLOCK CAPITALS): _____

Job Title/Capacity: _____

Department: _____

As part of your induction to the Trust and to your department, you should ensure that you familiarise yourself with the Procedure for Maintaining Standards of Conduct and Performance including any specific local confidentiality requirements as defined by your Head of Department/Placement Supervisor.

Your line manager and the Personnel Department have copies of the *Policy for Handling Staff Concerns with Regard to Disclosing Confidential Information* and the *Policy for Security and Confidentiality of Computer Data and Systems*.