

Confidentiality Agreement

During the course of your employment with the organisation you may have access to information of a confidential nature. Confidential information is that which is regarded as 'personal'. It is information which is disclosed to an individual or organisation and is not meant for public or general knowledge.

You are required to maintain confidentiality with respect to all information obtained in the course of your employment.

In particular, you will not without the prior written consent of the organisation, permit any confidential information:

- To be disclosed, divulged, or communicated, whether directly or indirectly, to any third party, except to those authorised by the organisation to know or as required by law
- To be copied or reproduced in any form or to be commercially exploited in any way
- To be used for your own purposes or for any purposes other than those of the organisation, or to be used or published by any other person
- To be transferred to your own personal e-mail account, regardless of your proposed reasons for doing so
- To pass outside your control.

The only exception to this is if you have been party to any information which raises a concern to you, such as a safeguarding concern. In this case you are required to report this to the designated manager or external agency such as Police and Local Authority Safeguarding Team.

Confidentiality Statement

I understand that during my employment with **Kay Healthcare Limited** I will come across information that is confidential. I agree that I will not disclose this information to anyone outside of the organisation during my employment and after its termination (except in the proper course of duties during employment by the organisation).

I understand and agree that all information is to be treated confidentially and discussed only within the boundaries of my employment.

I understand that any breach of confidentiality may lead to disciplinary action.

I understand that I am bound by the terms of this Confidentiality Agreement when I leave my employment with the organisation. I agree not to discuss confidential matters after I have left my employment.

I agree to abide by this Confidentiality Agreement.

Signature of Employee

Date
