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## Confidentiality Policy

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### **Including Computer Access**

It is the policy of Mediplacements to ensure that all agency staff are made aware of their obligations and duties in terms of confidentiality issues in respect of:

1. Patients
2. Clients, the purchaser of the agency service
3. Information belonging to Mediplacements

## Mediplacements Confidentiality Policy:

Mediplacements requires all Locums on our register to comply with the confidentiality policy of our company, the confidentiality Policies and Procedures of Clients and the relevant Code of professional conduct. This undertaking also encompasses the provisions and principles within the Data Protection Act 1984 and 1988, which concerns the protection of personal information. Mediplacements operates systems to ensure security of information to the highest standards. This includes information held concerning Agency Workers, Clients and Patients.

In summary you must treat information about patients and clients as confidential and use it only for the purposes for which it was given. You must protect this information from improper disclosure at all times. Written information must be stored in a confidential place.

Agency staff must not disclose to any person (other than a person authorised by Mediplacements or the Client) any information acquired by them in connection with the work assignments they undertake. This will include:

- The medical condition of or the treatment received by any patient
- The identity of any patient at any of the hospitals, clinics or work placement settings
- Confidential information concerning contracts, charges, procedures and other privileged information from Mediplacements, or Clients

## Computer Access within the Clients Establishment:

As an Agency Worker you may be given Authorisation by the Client to gain access to certain computer systems and certain programs and data within those systems. You must not attempt alone, or in concert with others, to gain access to data or programs to which authorisation has not been given. In using any Client computer systems, as an agency worker you must:

- Observe the computer security instructions in respect of the proper use and protection of any password used in connection with such computer systems and if there is a need to use or insert into any computer any floppy disk, CD ROM disk, removable hard drive or any other device for the storage and transfer of data or programs;
- Not load any program into any computer via disk, typing, electronic data transfer or any other means;
- Not access any other computer or bulletin board or information service (including, without limitation, the internet) except with specific prior authority from the Clients representative;
- Not download any files or connect any piece of computer equipment to any network or other item of computer equipment except with the prior authority of the Client's representative.