



## **Confidentiality Statement - applicable to all bank staff**

You shall not use or disclose to any person, either during or at any time after your engagement by Nottinghamshire Hospice, any confidential information about the business or affairs of the Organisation or any of its business contacts, or about any other matters which may come to your knowledge as a result of carrying out assignments. Confidential information means any information or matter which is not in the public domain and which relates to the affairs of Hospice Company or any of its contacts.

The restriction in this clause does not apply to:

- prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996; or
- use or disclosure that has been authorised by Nottinghamshire Hospice is required by law or in the course of your duties.

Information relating to patients records, diagnosis and/or treatment of patients, staff records, volunteer records or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be confidential and must not be divulged without prior authority other than in accordance with the provisions of the Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality may result in termination of the bank agreement immediately by giving notice in writing to you.

You must comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Data Protection Regulations 1998, General Data Protection Regulations 2018; Freedom of Information Act 2000. These Acts place a legal duty on all workers to comply with the rights of the public to access information. Any altering, destroying, sharing or concealing of information held by the Hospice with the intention of preventing the legitimate disclosure of all or part of that information may result in terminating this agreement immediately by giving notice in writing.