



Nottinghamshire Hospice
adding life to days

Confidentiality Statement - applicable to all contracted staff

You must not at any time during (except in the normal course of your duties) or after your employment, disclose or make use of any knowledge of any confidential information of Nottinghamshire Hospice and its Associates.

Confidential information includes (without limitation) all and any information about business plans, maturing new business opportunities, research and development projects, marketing surveys and plans, costs, financial accounts, the names, addresses and contact details of patients and potential patients or referrers and potential referrers (whether or not recorded in writing or on computer disk or tape) which Nottinghamshire Hospice or relevant Associate treats as confidential.

“Associate” means any Associated employer, as defined in the Employment Rights Act 1996, of Nottinghamshire Hospice or any subsidiary of Nottinghamshire Hospice as defined by s.736 of the Companies Act 1985.

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 will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of their Contract to represent the views of the Hospice in any dealing they may have with employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

In addition to the above confidentiality requirements you must also 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 places a legal duty on all staff and volunteers 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 will result in disciplinary action, and may result in dismissal.