



CONFIDENTIALITY

1. Employees acknowledge that, by virtue of their position and in carrying out the duties associated with their role they, will have access to Trust secrets and confidential information belonging to or relating to the Trust or its suppliers, purchasers/clients, patients and staff. Employees therefore undertake that neither during their term of office or after the termination of such and without limitation of time they will not: -
 - 1.1 Unlawfully access, publish, disclose or otherwise communicate to any person, company, business entity or other organisation whatsoever, any Trust secrets or confidential information belonging to or relating to the Trust, its suppliers, purchasers/clients, patients and staff.
 - 1.2 Make use of any trade secrets or confidential information belonging to or relating to the Trust or its suppliers, purchasers/clients, patients and staff for their own purposes or benefit, or for the purpose of benefit of any other person, company, business entity or other organisation whatsoever.
2. For this purpose 'confidential information' shall include, but not be limited to, any information relating to purchasers, marketing and sales plans and information, pricing information, annual and strategic plans, information concerning employees or patients, information relating to financial and business dealings, research activities, Policies, Procedures, Service Orders or any document marked 'confidential' or which the employees are advised to be 'confidential' or which they might reasonably expect to be regarded by the Trust as 'confidential'.
3. The Employees' obligations shall not apply in relation to any Trust secrets or confidential information which: -
 - 3.1 They have been authorised by the Board to disclose, publish, communicate or make use of, or which is necessary to disclose, publish, communicate or make use of for the proper and efficient discharge of their duties.
 - 3.2 They are required by law or any Court or other similar judicial body or authority to disclose, publish or communicate.
 - 3.3 Have come into the public domain other than by way of unauthorised disclosure whether by themselves or by any other person, company, business entity or other organisation whatsoever.

4. The employees shall not make or retain any copy of, nor make any notes, nor remove from the premises of the Trust, any trade secret or confidential information belonging to or relating to the Trust.

4.1 Without the prior written consent of the Chief Executive.

4.2 Unless such copying or making of notes is necessary for the proper and efficient discharge of duties.

PROVIDED ALWAYS that in the event of such authorised removal or copying of such Trust secrets or confidential information, the employees shall return such documents, papers, copies or notes to the Trust after the authorised purpose has ceased or has been completed or on the demand of the Trust.

Employees should be aware that any unlawful access or disclosure of personal information or breach of confidence could result in a civil action for damages or prosecution for breaching Data Protection legislation

I confirm that I have read and understand this confidentiality declaration.

Name (Capitals) –

Signature –

Job Title -

Date -