

Privacy & Confidentiality Agreement

I, _____ agree to the following terms, which form part of the employment conditions of all Easy iCare Pty Ltd employees.

The employee acknowledges that in the course of their employment at Easy iCare Pty Ltd, they may have access or become acquainted with the written materials and other confidential health information, and agrees;

- a) To maintain the confidence of the confidential information and to prevent unauthorised disclosure to or use by any other person, firm or company, Government agencies and non-for –profit agencies
- b) To only use confidential information for the purpose of carrying out their duties whether that be during employment or after it has ceased
- c) Not to remove any part of the confidential information from the premises of the employer without written consent of the employer
- d) Not for any reason should information be copied, memorized or in any manner reproduced confidential information
- e) On termination of their employment or when required to do so by the employer, return any and all of the confidential information including any copy of that information, in whatever form that could be
- f) When borrowing manuals/information they will return it wholly and in good condition at the time required by the employer

Any employee in breach of the Privacy and/or Confidentiality Agreement and Policy and Procedure will face disciplinary action.

I have read and understood the information regarding the Privacy and Confidentiality Agreement.

Document Title	Privacy & Confidentiality Agreement	Effective Date	30/09/19
Authorised by	Karl Jenkins (Director)	Review Date	30/09/20
Author/Reviewer	Kerry Bolton (Safety & Compliance Manager)		
Pathway	Jaalx\Easy iCare - Documents\EIC Policies and Procedures – Published\ POL Privacy & Confidentiality Agreement PolicyV1.2.pdf		

Employee Signature

Employee Name

Manager Signature

Manager's Name

Date

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Author/Reviewer	Kerry Bolton (Safety & Compliance Manager)		
Pathway	Jaalx\Easy iCare - Documents\EIC Policies and Procedures – Published\ POL Privacy & Confidentiality Agreement PolicyV1.2.pdf		