

## Family Health Team

# Confidentiality Agreement

Director's Name: \_\_\_\_\_

Board members, agents, employees and volunteers of the London Family Health shall not divulge any confidential information to any person unless expressly authorized by the Corporation or required by law to do so. This obligation continues indefinitely, even when no longer associated with service to the Corporation.

Confidential information includes personal information about a Board member, employee, employer, volunteer or patient and sensitive corporate information, such as Board deliberations, proprietary, technical, business and/or financial information;

Board members, agents, employees and volunteers are expected to exercise due diligence in the protection of confidential information. This includes, but is not limited to, such physical measures as the locking of file cabinets, the securing of personal computer databases, password protecting mobile devices and appropriately shredding confidential documents

Paper files and documents shall not be removed from corporate offices unless expressly and properly authorized, recorded and signed out for a specified time and purpose

When remotely accessing corporate systems, a Board member, employee, agent or volunteer must do so from a secure environment using his or her own computer or one supplied by the Corporation. A Board member or employee must not access corporate information from publicly accessible systems, such as an Internet Café or a friend or relative's computer, since confidential material may inadvertently remain on the outside system after such access;

Board members, employees, agents or volunteers may not use confidential corporate information for their own benefit or the for the benefit of family or other close personal or professional associates; and

No Board member, employee, agent or volunteer shall create or participate in the creation of false or misleading record.

I have read, understand and agree to the Confidentiality Agreement

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Signature

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Date