



## **Declaration of Confidentiality**

### **FOR SIGNATURE BY KEELE STUDENT**

I, ....., hereby declare that I will hold in strict confidence any personal information concerning patients or members of staff which may become known to me verbally or by access to manual or computerised records during the exercise of my placement in the Trust, and that I will not divulge such information to any unauthorised person nor discuss it in any public place.

I understand that such confidential information includes a patient's diagnosis and treatment, and any other particulars relating to his or her condition.

I understand also that the disclosure to unauthorised persons of confidential information concerning patients or any members of staff is classified within the Disciplinary Rules as conduct which will warrant in the termination of the work placement and may also lead to legal proceedings.

### **Information Systems Security**

As a Keele Undergraduate student with the Trust and a potential user of a computer and computer systems, you will be required to comply with procedures laid down in the Trust's Information Systems Security Policy. Any misuse of information is a disciplinary offence.

The Information Systems Security Policy is available on the Trust's Intranet. Your placement supervisor will be able to provide you with access or a copy. Please sign below to confirm that you have read and understood your commitments specified in this document.

**Please sign below to confirm the above.**

**Print Name:** .....

**Signature:** ..... **Date:** .....

**Witnessed by**

**Name:** .....

**Position:** ..... **Dept:** .....

**Signature:** ..... **Date:** .....