**MEDICAL ELECTIVE PLACEMENT**

**CONFIDENTIALITY STATEMENT**

The Royal Victorian Eye and Ear Hospital prides itself on its professionalism. Whilst at the Royal Victorian Eye and Ear Hospital you should not at any time, either during the continuance of this contract or work placement or after its termination, divulge, either directly or indirectly, to any person, confidential information acquired during the course of your contract or placement, which, whilst not confidential, may be harmful to the interests of the Royal Victorian Eye and Ear Hospital if that knowledge or information is divulged.

The exceptions to this are where, the hospital has directly or permitted the divulging of the knowledge or information to the person to whom it was divulged, the divulging of the knowledge or information is required by law.

Confidential knowledge or information shall mean, for the purposes of this clause, knowledge or information regarding patient details, business transactions, affairs, property, policies, process or activities of the hospital, its committees and subcommittees that is of a confidential nature and treated by the Hospital as such.

The hospital considers divulgence of confidential or sensitive information as a material breach of contract and, in this event, reserves the right to terminate a contract forthwith, and commence appropriate legal action.

**ACCESS TO EYE AND EAR HEALTH RECORDS**

I agree:

* to keep confidential all information that relates to individuals involved in this clinical audit. I shall not make any direct copy of participant’s records and all data collected will be de-identified and relevant consents obtained.
* to keep confidential any information concerning persons or events that comes to my attention at The Royal Victorian Eye and Ear Hospital. Such information includes anything relating to the project/audit above, and any other information which I hear, see or read during my time at the hospital.
* to only start a clinical audit after obtaining final approval from the Head of Unit;
* to maintain the confidentiality of all data collected from or about project participants;
* to only grant access to data to authorised persons; and
* to maintain security procedures for the protection of privacy, including (but not restricted to): removal of identifying information from data collection forms and computer files, storage of linkage codes in a locked cabinet and password control for access to identified data on computer files.

If you are in agreement with the above Confidentiality Statement and the Access to Eye and Ear Health Records statement, please sign below.

Name:

Signature:

Date: