

Confidentiality Agreement

Between

XXXX ABN 11 111 111 111

And

Peter Whittington ABN 60 687 028 929

It is acknowledged that as the IT Consultant to **XXXX**, **Peter Whittington** may carry out work which will bring him into contact with confidential information belonging to **XXXX**.

All patient information is private and confidentially of patient information must be maintained at all times. The rights of every patient are to be respected. All information collected by **XXXX** in providing a health service is deemed to be private and confidential

Confidential information in the practice is written, verbal and electronic information including but not restricted to the following:

1. Patient records either electronic or paper on any other information obtained about patients
2. Financial information
3. Systems and procedures and other intellectual property used within the practices which have been developed by the practice or others working within the practice other than **Peter Whittington**.
4. Systems and procedures developed by **Peter Whittington** implemented in the practice can be used freely by the practice but remain the intellectual property of **Peter Whittington**. They cannot be shared with any other organisation or individual.

All patient records including clinical data, accounts, verbal discussions, written documents including those emanating from computers or facsimile machines, heard, written, received or otherwise produced by others are deemed strictly private and confidential and are not to be discussed or in any way released to anyone except under instruction by **XXXX**, and according to privacy law*.

XXXX complies with Federal and State privacy regulations including the Privacy Act [1998] and the Privacy Amendment [Private Sector] Act [2000] as well as standards in the RACGP Handbook for the Management of Health Information in the Private Medical Practice 1st Edition [2002]

Patient's medical records both electronic and written are medico-legal documents and are not to be left where others could view the information contained within the files.

Patient information cannot be disclosed to the families of patients or any other party unless the patient or their authorised representative has given consent [in writing if applicable] or by order of a Court entitled to make such an order. This includes patient's accounts, referral letters or any other clinical documentation.

This privacy statement continues to be binding on both parties even after termination of **Peter Whittington's** role as IT Consultant.

For XXX
ABN 11 111 111 111

Signed _____ **XXX** / / 2009

Witness _____ / / 2009

For Peter Whittington
ABN 60 687 028 929

Signed _____ **Peter Whittington** / / 2009

Witness _____ / / 2009