



Confidentiality Agreement

A & T is committed to strict confidentiality at all times. In order that we maintain this commitment and duty of care, please read and sign this agreement which will be held in your employee file.

You must not divulge any information pertaining to anything contained in A & T offices, whether this is verbal or written down. The policy and the procedure relating to confidentiality are held in each office and must be read and understood by all staff and contractors.

Some examples of confidential information are:

- Information relating to a Client's condition, care or treatment whether oral or written.
- Information regarding Client's, fellow Care Workers or Branch Office Staff past or present.
- Any information pertaining to A & T operating procedures or policies, budget and financial accounts or information that is not generally available.
- Phone numbers of Managers, staff and fellow Employees should never be given to anyone else unless you have authorisation directly from that person.

If you are unsure whether information is confidential, always assume it is.

Ihave read and understood the A & T confidentiality agreement and will do my utmost to ensure confidentiality at all times whilst I am an employee, or contractor of A & T:-

Name:

Signed

Dated: