

## Trust Confidentiality, Data Protection and Information Security Statement

**FOR NON STAFF ONLY**  
**(such as volunteers, contractors, visitors, governors, researchers etc)**

- You are required to keep confidential any information regarding patients, staff, Information Technology Systems and all corporate business activities, of the Trust. In particular, telephone conversations and electronic communications should be conducted in a confidential and secure manner.
- Confidential, personal and or sensitive information must not be disclosed to unauthorised parties without prior authorisation from appropriate senior Trust Management. Staff must not process any personal information in contravention of the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.
- You are responsible for ensuring that all information is stored, used, transported and accessed appropriately and that security levels are maintained at all times in accordance with the Trust's Information Risk & Security and Acceptable Use of Information Policies.
- You confirm that you are aware that you must not use Social Networking Sites, or similar media to discuss any aspect of your involvement with the Trust, or to give an opinion about patients, staff, or this organisation. e.g. Face Book, You Tube, Twitter etc.
- ***Any breaches of these requirements may be regarded as grounds for termination of any relationship you have with the Trust.***

### Declaration

I understand that during the course of my involvement with Salisbury NHS Foundation Trust, I may come in to contact with information of a confidential nature concerning patients, staff or Trust business. I undertake not to disclose or discuss any such information, including that which concerns the Trust, its staff and current, former or prospective patients.

I agree that Salisbury NHS Foundation Trust may record for management purposes, any network activity including my access to clinical and non-clinical records, my use of emails and internet addresses of any site that I may visit. I confirm that I have read and agree with the content of the Trust's Confidentiality & Data Protection Privacy Notice:

<https://www.salisbury.nhs.uk/about-us/your-patient-information-privacy-notice/>

I am aware that any violation could lead to termination of any relationship between myself and the Trust and/or criminal prosecution.

I am aware that any violation could lead to disciplinary action by the Trust and/or criminal prosecution. I understand that it is my responsibility to familiarise myself with the content of all Trust policies relevant to my role.

Full details of the all Trust policies and guidance relating to this subject are available via the Trust's Intranet, or by contacting the Information Governance department on 01722 336262 Ext 5686.

Please sign the declaration overleaf.

**Non Staff Member's Details**

Full Name in block capitals			
Signature		Date	
Line Manager's Name			
Company/ Department		Email Address	

**This document must be signed, dated and retained by the Trust**