

# NursingDirect

POLICY NUMBER: **21**

POLICY TITLE: **CONFIDENTIALITY**

WHO MUST ABIDE BY THIS POLICY? **ALL TEMPORARY WORKERS**



# CONFIDENTIALITY

## THE PURPOSE OF THIS POLICY

To make it clear to Temporary Workers how they must treat information about Nursing Direct , clients and patients.

## WHAT YOU MUST NOT DO!

### **Do not discuss**

Temporary workers must not discuss the affairs of the employment business, clients or patients with anybody unless they have specific and verifiable permission to do so.

### **Do not seek**

Temporary workers must not purposely seek to obtain confidential information about the employment business, clients or patients outside of the strict scope of their job role.

## WHAT YOU MUST DO!

### **Ask advice**

Temporary workers must always ask a manager for advice if they are not certain about how to deal with possibly confidential information.

### **Honour trust**

Temporary workers must keep all information about the affairs of the employment business, clients or patients strictly confidential.

### **Employment requirement**

Temporary workers must always remember that the requirements of this policy are also requirements for undertaking assignments with the employment business.

### **Nursing Direct Action**

Temporary workers must always remember that the employment business will report the seemingly unauthorised spreading of information to clients and patients.

### **Exceptions:**

This policy does not apply to cases where the holder of information knows that the law or the regulations that they work under requires them to report their knowledge.