



## CONFIDENTIALITY COMMITMENT

### Respect Privacy – Protect Confidentiality

**Everything contained in the medical records, or in the employee files, as well as any communication regarding patients or employees, is strictly confidential. The right of patients and employees to their privacy is a basic right.**

- 1- I agree to consult confidential data, contained in the records and files on paper or computerized format, only as necessary to provide patient care or carry out my duties.
- 2- I agree not to disclose any confidential information—whether important or commonplace—obtained during the course of my duties, except as provided for by law.
- 3- I agree to never give access to confidential information, except as provided for by law.
- 4- When required to discuss confidential information, I agree to do so as discretely as possible.
- 5- I agree to never disclose, lend or display my authentication code and password allowing access to computerized data. I accept full responsibility in this matter.
- 6- When I am no longer working on the computer and leave the workstation, I agree to lock the computer.
- 7- I understand that if I am in breach of the aforementioned obligations, I may be subject to sanctions.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee no

\_\_\_\_\_  
Date