



STRICTLY CONFIDENTIAL

CONFIDENTIALITY DECLARATION

1. Employees acknowledge that, by virtue of their position and in carrying out the duties associated with their role they, will have access to Trust secrets and confidential information belonging to or relating to the Trust or its suppliers, purchasers/clients, and patients. Employees therefore undertake that neither during their term of office or after the termination of such and without limitation of time they will not: -

1.1 Publish, disclose or otherwise communicate to any person, company, business entity or other organisation whatsoever, any Trust secrets or confidential information belonging to or relating to the Trust, its suppliers, purchasers/clients, and patients.

1.2 Make use of any trade secrets or confidential information belonging to or relating to the Trust or its suppliers, purchasers/clients and patients for their own purposes or benefit, of for the purpose of benefit of any other person, company, business entity or other organisation whatsoever.

2. For this purpose 'confidential information' shall include, but not be limited to, any information relating to purchasers, marketing and sales plans and information, pricing information, annual and strategic plans, information concerning employees or patients, information relating to financial and business dealings, research activities, Policies, Procedures, Service Orders or any document marked 'confidential' or which the employees are advised to be 'confidential' or which they might reasonably expect to be regarded by the Trust as 'confidential'.

3. The Employees' obligations shall not apply in relation to any Trust secrets or confidential information which: -

3.1 They have been authorised by the Board to disclose, publish, communicate or make use of, or which is necessary to disclose, publish, communicate or make use of for the proper and efficient discharge of their duties.

3.2 They are required by law or any Court or other similar judicial body or authority to disclose, publish or communicate.

3.3 Have come into the public domain other than by way of unauthorised disclosure whether by themselves or by any other person, company, business entity or other organisation whatsoever.

4. The employees shall not make or retain any copy of, nor make any notes, nor remove from the premises of the Trust, any trade secret or confidential information belonging to or relating to the Trust.

4.1 Without the prior written consent of the Chief Executive.

4.2 Unless such copying or making of notes is necessary for the proper and efficient discharge of duties.

PROVIDED ALWAYS that in the event of such authorised removal or copying of such Trust secrets or confidential information, the employees shall return such documents, papers, copies or notes to the Trust after the authorised purpose has ceased or has been completed or on the demand of the Trust.

Employees should be aware that any breach of confidence could result in a civil action for damages.

Section 1: Declaration

The information I have provided is accurate and truthful.

Name (Capitals)

Signature

Job Title

Date
