

All employees, consultants, students and volunteers working at KW Habilitation who have access to confidential information regarding people supported and KWH employees are required to sign this *Confidentiality Agreement* which is in accordance with the Ontario *Personal Health Information Protection Act* and is in addition to *KWH Confidentiality Agreement H.R. Policy 6.3*

By signing this **Rapid Antigen Testing (R.A.T.) Confidentiality Agreement** I understand that:

- It is my responsibility to be familiar with and follow the requirements outlined in the KWH policies and procedures related to privacy, confidentiality and security;
- I will not use KWH information and person’s supported records to access confidential information unless legally authorized to do so and as required in the proper discharge of my duties or responsibilities;
- I will not access, use or disclose confidential information that comes to my knowledge or possession by reason of my employment or affiliation with KWH except when I am legally authorized to do so and as required in the proper discharge of my duties or responsibilities;
- My handling of confidential information may be subject to monitoring and audit activities;
- I will not share my access codes (e.g. computer password and voicemail password);
- I am responsible for assisting other staff, consultants, students or volunteers employed with KWH with their obligation to maintain confidentiality;
- I will not leave confidential information exposed for others to view (e.g. computer screen, paper forms and documents or discuss confidential information in public areas);
- I am required to report any breach or suspected breach of confidentiality to KWH R.A.T. Leadership;
- I am accountable for my actions and the consequences of my actions related to the handling of confidential information.
- KWH has zero tolerance for all confirmed cases of intentional unauthorized access, disclosure or use of personal health information and will result in immediate termination of employment and affiliation.

One signed copy of this agreement will be retained by KWH and become a part of your personnel file, and one copy will be provided to you for your personal records.

I understand that a breach of this agreement may be cause for disciplinary action including, but not limited to, written warnings, suspensions with or without pay, and/or immediate termination of employment with KW Habilitation; and prosecution under the law.

Acknowledgement of the KW Habilitation R.A.T. Confidentiality Agreement

Print Name:	Signature:	Date:
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