



Confidentiality Agreement

All employees/students/contract and volunteer roles employed by the Sunbeam Community & Developmental Services (SUNBEAM) who have access to confidential information regarding clients, SUNBEAM personnel and business are required to sign this *Confidentiality Agreement* which is in accordance with the Ontario *Personal Health Information Protection Act*.

By signing this Confidentiality Agreement and as an employee, student, contractor or volunteer of the **SUNBEAM Rapid Antigen Testing Team (R.A.T.T)**, I understand that:

- It is my responsibility to be familiar with and follow the requirements outlined in the SUNBEAM policies and procedures related to privacy, confidentiality and security;
- I will not use SUNBEAM information and client record system, Nucleus, 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 SUNBEAM 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 will not access my own personal health records;
- I am responsible for assisting other staff, students, contractors or volunteers employed with SUNBEAM 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 SUNBEAM’s Privacy Office; and
- I am accountable for my actions and the consequences of my actions related to the handling of confidential information.
- SUNBEAM 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 SUNBEAM 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 SUNBEAM; and prosecution under the law.

Acknowledgement of the Sunbeam Community & Developmental Services R.A.T.T Confidentiality Agreement

Print Name:	Signature:	Date:
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