



Staff Confidentiality Agreement

To be read and signed by all personnel

Orana Gardens Ltd is required to collect information from residents or their representatives in order to provide appropriate services to that individual.

The information we need is referred to as *personal* and *sensitive* information under the new the Australian Privacy Principles (APP), as set out in the *Privacy Act 1988* (Cth) and the *Privacy Amendment (enhancing Privacy Protection) Act 2012* (Cth).

In the course of your work, you may be involved in the collection of this type of information and you will have access to such information on residents and families. This information must be kept confidential at all times.

The names of residents, all information about them and information on the services they are receiving must not be disclosed or discussed with other residents, family members or other people not involved with the provision of services to that person.

You may only release information on a resident with express permission of the:

- The resident themselves.
- Other health professionals involved in provision of service to that person, and only information that is relevant to enable that health professional to provide care to the resident.
- A person designated as the "Person for Notification" by the resident or their legal guardian.

If further information is required regarding any aspect of the resident in order to provide a service, this should be discussed with your Manager or Registered Nurse in charge, and only obtained from the resident, person for notification or appropriate health care professional.

Maintaining resident's privacy and confidentiality includes:

- Ensuring that the resident's files are locked away at all times when a staff member is not directly using them,
- Speaking in a manner that does not allow other staff, residents or visitors to overhear personal or sensitive information about another resident.

A proven breach of confidentiality or privacy is a serious betrayal of trust and may lead to disciplinary action and in some cases civil action. A proven breach of the Privacy Act can lead to large fines that must be paid by the individual in breach of the Act. In signing this agreement, you acknowledge that you understand your duties to maintain confidentiality and agree that you will not obtain, use or disclose information in any way which is contrary to the conditions set out as above.

Acceptance of Orana Gardens Ltd Staff Confidentiality Agreement

I, have read and understood the above information, and accept the conditions as set out in this agreement and agree to be bound by them. I understand that failure to comply with this agreement may result in my dismissal, civil action or large fines for breach of the Privacy Act.

I have also received and read a copy of Orana Gardens Ltd Privacy Policy that explains all responsibilities as noted in the APP the Australian Privacy Principles (APP), as set out in the *Privacy Act 1988* (Cth) and the *Privacy Amendment (enhancing Privacy Protection) Act 2012* (Cth).

Signature: Date:/...../.....

Name of witness:

Signature: Date:/...../.....