*Sample confidentiality agreement*

You should document all confidentiality and privacy agreements for practice team members, together with an appropriate internet and email use agreement. Practice team members and relevant external providers should sign these agreements. These agreements act to protect practice owners in the event of legal action should a security breach occur.

For more information, please refer to the [RACGPs Information security in general practice](https://www.racgp.org.au/running-a-practice/security/protecting-your-practice-information/information-security-in-general-practice).

[Insert practice name] confidentiality agreement

I (name) understand that as a condition of employment by (name and address of practice)

I shall, neither during nor after the period of employment/engagement with the practice, except in the proper course of my duties or as permitted by the practice or as required by law, divulge to any person any confidential information concerning:

• patient personal, health and financial information

• the business or financial arrangements or position of this practice or any related company

• any of the dealings, transactions or affairs of the practice or any related company.

The contractual arrangement between this practice and its employees/contractors is founded on trust. I undertake not to knowingly access any confidential information about the business of the practice, patients or patient medical information, unless such information is essential for me to properly and efficiently perform my duties. I am aware that these conditions extend to unnecessary discussion of confidential information within the practice. I understand that any breach of this trust will render me liable to disciplinary action, termination and/or civil proceedings.

I further undertake to inform my supervisor immediately if I become aware of any breach of privacy or security relating to the information I access in the course of my duties.

This restriction ceases to apply to any information or knowledge, which subsequently comes into the public domain by way of authorised disclosure.

All confidential records, documents and other papers together with any copies or extracts thereof in my possession will be returned to the practice on the termination of my working arrangement with the practice.

Signature Signature of witness

Name (print) Name (print)

Date Date

Disclaimer

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*We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.*