

# **GMSS Staff Confidentiality Agreement**

**For Temporary, Contract &  
Agency Staff, Advisors,  
Volunteers and Work Placement  
Students**

Review Date: October 2019



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<b>Purpose of this document:</b>	This document outlines the Confidentiality Agreement for Temps, Contract, Agency, Advisors, Volunteer & Work Placements

### Document Location

Copies of this document can be obtained from|:

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### Revision History

Revision date	Revision by	Summary of changes	Version
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January 2017	SMT	Amendments needed	0.1
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### Approvals

Name	Role	Date	Version
K Rigden	SMT	February 2017	1.0
<b>IG Group</b>		<b>February 2018</b>	<b>1.1</b>

### Distribution

Name	Role	Date	Version
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**DOCUMENT STATUS:**

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This agreement should be read and signed before access is given to Greater Manchester Shared Services information systems.

It is a requirement of GMSS that all temporary, contract & agency staff, volunteers, advisors, work placement students, and all managers requesting access to systems for these groups of workers, should read, and undertake to comply with the GMSS or the CCG's Information Governance policies and procedures.

This Confidentiality Agreement is designed to keep corporate and personal information confidential where appropriate.

Time should be taken to:

- read and understand *Confidentiality - NHS Code of Practice 2003*,
- read and understand the Caldicott Principles
- Review Information Governance Policies on the GMSS Internet site available at: <https://www.gmsharedservices.nhs.uk/news-and-publications/publications-under-our-policies-and-procedures>.

General Information Governance principles and guidance are given below, but the GMSS policies must still be read and any questions directed to your line-manager in the first instance.

## 1. General Principles

1.1 It is the responsibility of all Managers and Supervisors of temporary, contract & agency staff, volunteers, advisors and work placement students who have access to corporate and or personally identifiable information (including sensitive personal information) to ensure that they are aware of the need for confidentiality under the Data Protection Act /General Data Protection Regulation and Freedom of Information Act 2000. Managers and Supervisors must make temporary, contract & agency staff, advisors, volunteers and work placement students aware of the Good Practice guidelines below that must be followed during the handling of all corporate and personal information.

**Managers must ensure that staff members complete Mandatory IG Training before access to corporate information and/or personally identifiable information or any device given to them by GMSS/CCG**

**Specific role based training if appropriate should be completed within 3 months of commencement of involvement. If a short term role up to a 3 month timeframe then specific role based training needs to be completed within the 1<sup>st</sup> week of commencement.**

1.2 Patients, service users and members of staff are entitled to assume that any corporate and or personal information which is collected or recorded during the course of their involvement with the organisation will not be disclosed inappropriately by any person working within/for the organisation. All staff are required to keep this information confidential after the employment/secondment/contract has ended.



- 1.3 All temporary, contract & agency staff, volunteers, advisors and work placement students hired by GMSS are in a position of privilege and trust. Any abuse of this trust will be construed as gross misconduct.

## 2. Good Practice Guidelines

- 2.1 Caution should be exercised in dealing with telephone requests for corporate and or personal information. Temporary, contract & agency staff, volunteers, advisors and work placement students should refer such requests to their Manager or Supervisor.
- 2.2 Desks should be kept clear of paper containing corporate and or personal information unless the work is actually in progress.
- 2.3 All papers containing corporate and or personal information should be locked away in a filing cabinet, within a secure area away from public access, at the end of each working day (or when the worker leaves the office if sooner).
- 2.4 All paper based corporate, patient, service user and staff records must be properly supervised or locked away when unsupervised.
- 2.5 All scrap paper containing corporate and or personal information should be disposed of carefully, either in confidential shredding bins or other secure shredding facilities.
- 2.6 When working on electronic corporate and or personal information the worker must ensure that:
- a) They do not use any personal or non NHS equipment on the NHS network. (Please contact IM&T for further guidance if required)
  - b) If working remotely they only use encrypted laptops or encrypted recordable media issued by / approved by the GMSS which must be used in line with GMSS Policy.
  - c) The computer screen is locked before leaving the workstation even for a short period of time.
  - d) If the workstation is to be left for longer periods, the file is closed down and the user logs out of the network.
- 2.7 Any corporate and or personal information gained during the course of temporary & contract, agency employment, volunteer work, advisory or student work placements must not be discussed with anyone, either inside or outside the workplace, unless specifically requested to do so by the line Manager or Supervisor in the course of their duties.
- 2.8 Any corporate and or personal 'information' gained during the course of temporary, contract, agency employment, volunteer work, advisory or student work placement should not be taken from the place of work this may be GMSS or a client's base without the express agreement of the Line Manager or Supervisor. 'Information' refers to any hard copy documentation or any electronic information.



Staff have to be aware that information (hard copy and electronic information) gained during the course of work should not be retained, transferred to any organisations/colleagues outside of the remit of their role at the time of engagement or in future. Staff need to consider that electronic information may be held on encrypted USB sticks/email formats. Staff should seek any clarification from Line Manager/Supervisors.

2.9 Never share passwords or allow others to use your log-on devices, such as smartcards.



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**To the temporary, contract & agency staff, volunteer, advisors or work placement students:**

Your signature on this statement will explicitly acknowledge that you undertake to comply with these principles and guidelines and have undertaken the necessary training required by GMSS.

I have read and understood the Confidentiality - NHS Code of Practice 2003, Caldicott Principles and information governance policies and above principles and guidelines and accept the terms and conditions stated therein.

Signature: .....

Date: .....

Full Name (print):.....

Employed as: .....

Employment Agency/School/College: (if appropriate).....

**To the Manager / Supervisor:**

Your signature on this statement will explicitly acknowledge that you undertake to ensure compliance with these principles and guidelines and have undertaken the necessary training required by GMSS.

I understand that I take responsibility for ensuring that the above worker is aware of, and abides by, these principles and guidelines and confirm that they will only be granted access to corporate and or personal information which is necessary to allow them to fulfil their contract or agreed volunteer duties.

Signature: .....

Date:  
.....

Full Name (print): .....

Team or Service: .....

Location: .....

**To the Manager / Supervisor:**

**Please ensure:**

- You retain the original completed and signed copy of this form on the worker's file.
- You give a photocopy of the signed original to the worker named above.
- You retain a copy and send a copy to the Head of Integrated Governance

