*Confidentiality Policy*

*14/03/24*



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| Date Written | *14/03/24* |  | Finch Lodge |
| Author(s) |  |  | Upper HexgreaveFarnsfield |
| Version | *1* |  | *NG22 8LS* |
| Date Signed Off | *14/03/24* |  | *Anelehealthandbeauty@gmail.com* |
| Reviewed by | *Elena Caraman* |  | *01623 575017* |

Policy Aims

The confidentiality policy at Anele Health and Beauty Clinic can be condensed into five key areas to ensure effective management and protection of patient information:

1. Maintaining Trust and Legal Compliance: Uphold patient trust by guaranteeing confidentiality and compliance with legal and ethical standards, including adherence to data protection laws and guidelines from relevant professional bodies.
2. Secure Information Handling and Storage: Ensure secure storage, access, and management of all patient information, preventing unauthorized access, accidental disclosure, or loss.
3. Consent-Based Information Sharing and Disclosure: Share patient information externally only with patient consent, except in legally mandated situations, and ensure any disclosure is minimal, transparent, and justifiable.
4. Staff Awareness and Training: Provide comprehensive training for staff on confidentiality responsibilities and the proper handling of patient information.
5. Patient Access and Policy Review: Facilitate easy patient access to their own medical records and regularly review and update the confidentiality policy to address new challenges and advancements in data protection.

# **Confidentiality**

*Introduction:*

Anele Health and Beauty Clinic acknowledges the crucial importance of maintaining patient confidentiality. We recognise that a strong ethical and legal duty exists to keep patient information confidential. The trust our patients place in us forms the foundation of our relationship with them, underpinned by the assurance that their information will not be disclosed to external parties without their explicit consent. All team members are expected to adhere strictly to this policy, in line with the confidentiality clause in their employment contracts. Any breach of this policy may result in disciplinary action, including potential dismissal.

*Policy Aims:*

1. **Upholding Confidentiality:** We adhere to the principles set out in the General Medical Council’s ‘Good medical practice’ guidance, ensuring that patient information is used solely for intended purposes, kept secure, and not disclosed accidentally.
2. **Preventing Unauthorised Disclosure:** We commit to preventing breaches of confidentiality by securely storing all confidential data and restricting its access to authorised personnel only.
3. **Consent-Based Disclosure:** Any disclosure of patient information will be preceded by obtaining patient consent wherever possible, ensuring they understand what information is being released, the reasons for it, and any potential consequences.

*Implementation Strategies:*

1. **Secure Storage of Data:** Confidential information will be stored securely, inaccessible to unauthorised personnel, and protected from accidental disclosure.
2. **Restrictions on Information Release:** We will not release patient information without consent for purposes such as school attendance inquiries, employer queries about appointments, or to third parties without explicit authorisation. Communication, including telephone messages, will be managed discreetly.
3. **Mailing Confidential Information:** All recall cards and personal information will be sent in sealed envelopes to protect privacy.
4. **Disclosing Information Responsibly:** If information release is necessary, we will seek the patient’s consent first, release only the minimum required information, and be prepared to justify the decision and actions taken.
5. **Use of Patient Information for Educational Purposes:** In instances where patient information is used for teaching, patient consent will be obtained, and anonymity ensured.

*Exceptional Circumstances:*

1. **Responsibility for Disclosure:** The decision to disclose information under exceptional circumstances rests solely with the patient’s Clinician. No other staff member is authorised to make such decisions.
2. **Public Interest and Legal Requirements:** If the Responsible Manager determines that breaching confidentiality is in the public interest, we will seek advice from our indemnifier before proceeding. In cases where a court orders the release of information, only the minimum necessary information will be disclosed.

*Access to Records:*

Patients have the right to access their medical records. Requests will be processed swiftly, within 30 days, at no charge. The responsible clinician or Responsible Manager will handle requests, offering an opportunity to discuss the records before providing a photocopy or printout.

*Further Information:*

For more details or clarification on our confidentiality policy, patients and staff are encouraged to speak with the practice manager.

Elena Caraman

**Director**

March 2023



Non-Disclosure Agreement

Between: Anele Health and Beauty Clinic

And:

Date:

**Definition of Confidential Information**

For the purposes of this agreement, "Confidential Information" shall mean any and all non-public information, including but not limited to trade secrets, processes, formulas, data, know-how, improvements, inventions, techniques, marketing plans, strategies, forecasts, and customer lists.

**Non-Disclosure of Confidential Information**

The Recipient agrees that they shall not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Recipient has obtained or which was disclosed to the Recipient as a result of their employment with The Company. This obligation will survive indefinitely upon termination of employment and beyond.

**Use of Confidential Information**

The Recipient agrees that they will use the Confidential Information solely for the purpose of performing their duties for The Company and not for any personal gain or to benefit another entity or individual.

**Return of Confidential Information**

Upon termination of employment or at The Company's request, the Recipient shall return all materials, in any medium, that contain or reveal any Confidential Information.

**Remedies for Breach of Agreement**

The Recipient agrees that any breach of the terms of this agreement will result in irreparable harm to The Company for which damages would not be an adequate remedy. Therefore, The Company shall be entitled to equitable relief, including injunction and specific performance, in the event of such breach.

**Entire Agreement**

This document represents the entire agreement between The Company and the Recipient and supersedes all prior agreements, understandings, and discussions, whether oral or written.

IN WITNESS WHEREOF, the parties have executed this Non-Disclosure Agreement as of the date first above written.

Anele Health and Beauty Clinic

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Elena Caraman

Title: Managing Director

Employee

By:....................................................................................

Name:

Title: