



Form19.Privacy & Confidentiality Agreement

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As a worker of MET CARE GROUP, I hereby abide by the Privacy & Confidentiality rules of the Company as listed below:

1. I will not disclose any Confidential Information to any persons who are not employed by MET CARE GROUP or Participant unless consent has been obtained. Privacy & Confidentiality Information includes but not limited to:
 - a. Participant personal information and medical examination results and their families
 - b. Workers, Contractors and Volunteers
 - c. Business Information such as financial records, reports, memos, contracts, computer programs, technology
 - d. Company processes and operations
 - e. Company intellectual property
 - f. Service specifications; and
 - g. any other information regarding company activities that can have a detrimental impact to the Company.
2. I will ensure that this will be strictly followed and will not be disclosed even after the end of my employment with the Company.
3. I will follow the rules and regulations set by the Company.
4. I will not carry any Participant Information home unless approved by the Company.
5. I will not carry any Company documents home for personal uses / purposes.
6. I will not make any interest in review of confidential, secret and top-secret records / documents of the Company.
7. I will maintain confidentiality of medical results
8. I will only access information I need to do my job.
9. I will not disclose, copy, release, sell, alter or destroy any confidential information, either electronic or paper based unless it is part of my job.
10. I will not misuse or be careless with confidential information.
11. I will not disclose my personal computer passwords and will only use shared passwords in authorised situations.
12. I accept responsibility for all activities undertaken using my password.
13. I know that my access to confidential information may be audited.
14. I will protect the privacy of participant and workers.

15. I am responsible for my use or misuse of confidential information.

Examples of Breaches

Accessing information that you do not need to know to do your job:

- Unauthorised reading of a Participant's record or an employee file.
- Accessing families, friends or co-worker's personal information.

Divulging personal information without individual's consent:

- Discussing or gossiping about Participant details in situations unrelated to
- Conducting a conversation relating to Participant or worker information in a public place.
- Telling a relative or friend about a Participant or worker member you had seen.
- Discussing confidential information in public area.
- Disclosing Participant information via any form of social media

Sharing, copying or changing information without proper authorisation:

- Making unauthorised changes to a Participant's medical record.
- Making unauthorised changes to a worker file.
- Copying and forwarding Participant or worker information to a third party without having verbal or written consent.

I am aware that failure to comply with this agreement may result in the termination of my position/employment and/or civil or criminal legal penalties. By signing this, I agree that I have read, understand and will comply with this agreement:

Signatures	
Worker	<p>Signature:</p> <p>Date:</p>
Workplace Manager	<p>Signature:</p> <p>Date:</p> <p>Name:</p> <p>Position:</p>