



KINGSTON
GENERAL
HOSPITAL

STATEMENT OF CONFIDENTIALITY AND HOSPITAL PRINCIPLES

As an employee, a member of the medical staff, volunteer, or student associated with Kingston General Hospital, you will have access to information and material relating to patients, employees, other individuals or the Hospital that is of a private and confidential nature.

1. The mission, principles and philosophy of the Hospital will be followed in accordance with the Hospital's rules and standards of conduct. At all times you will respect the privacy and dignity of patients and their families, employees and all associated individuals.
2. You will treat all Hospital administrative, financial, patient, employee and other records, whether written, verbal or electronically stored, as confidential material and you will protect it to ensure full confidentiality. You will not read records, discuss or use such information unless there is a legitimate purpose to do so in your normal Hospital duties and responsibilities. All hardware, software and other equipment are to be used for business purposes only.
3. Any system User-ID(s) issued to you and/or any Password(s) created and personally entered by you into Kingston General Hospital Information Systems are unique codes that identify you to KGH Information Systems. All entries made will be associated with your identity. You will protect the security of your signature code and you will not use the code of another person, or enable another person to know or use your code.

A breach of any of these conditions will result in disciplinary action up to and including termination of employment, loss of privileges or similar action appropriate to your position with the Hospital.

I have read and understand the conditions outlined in this statement. I have also been made aware of the Hospital's policies on security, privacy and confidentiality.

EMPLOYEE NAME: _____ SIGNATURE: _____ DATE: _____
(Please Print)

WITNESS NAME: _____ SIGNATURE: _____ DATE: _____
(Please Print)