



The Religious Hospitallers
of Saint Joseph
of the Hotel Dieu of Kingston

CONFIDENTIALITY STATEMENT

It is Hospital Policy and law that all Hospital information is confidential. As a regular or temporary employee, student or volunteer of Hotel Dieu Hospital, you may handle recorded confidences between doctor and patient and/or information regarding personnel.

All Hospital records are to be treated as confidential material, to be protected for the privacy of the patient and the employee. No one is expected to read or discuss records unless his/her job so requires. Furthermore, no confidential information is to be discussed outside the Hospital

Confidentiality is the right of every patient and everyone affiliated with the Hospital. Each of us is expected to respect that right.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT. I AGREE TO ABIDE BY THE HOSPITAL POLICY AS A CONDITION OF EMPLOYMENT, AS A STUDENT, REGULAR EMPLOYEE, TEMPORARY EMPLOYEE, OR AS A VOLUNTEER WITH HOTEL DIEU HOSPITAL.

EMPLOYEE, STUDENT OR VOLUNTEER
SIGNATURE

WITNESS

DATE

DATE

To ensure our records are correct, please provide the following information:

Name: _____

Telephone: _____

Address: _____

Emergency Contact: _____

Telephone: _____

Status:

Regular Employee

Temporary Employee

Student

Volunteer

Position: _____

Dept: _____

Reporting To: _____