

EMPLOYEE PRIVACY AGREEMENT

Employees of Counties Manukau District Health Board (CM Health) have obligations under law to keep personal information confidential.

Every employee must comply with statutes, regulations, codes of practice and CM Health policies, which relate to protecting and respecting personal information. In particular, employees must comply with the following :

- a) the Privacy Act, 2020
- b) the Health Information Privacy Code, 2020
- c) the Health Act, 1956;
- d) CM Health Privacy policies in place from time to time.

Copies of the above are available from Paanui under the Legal & Privacy page, and the myHR page. CM Health encourages you to be familiar with these.

The responsibilities of employees are as follows:

- CM Health employees who have access to personal information, irrespective of whether this occurs electronically or in hard copy, have an obligation to protect this data. By way of example, employees protect and respect personal information by:
 - Only accessing, using or disclosing information that is required to carry out your function/ job.
 - Ensuring that printed copies of electronically stored personal information is destroyed through the confidential waste disposal system.
 - Computer access is not left open.
 - Information downloaded onto a removable device is appropriately protected with approved encryption software.
 - Security of passwords or other identifiers are the responsibility of individual employees and are protected.
 - All authorised staff are responsible for any use of their electronic signatures.
 - Sharing of passwords is strictly prohibited.
- An employee must not access, disclose or use any personal information unless the employee is disclosing the information in a manner authorised by statute or the Health Information Privacy Code 2020.
- CM Health employees may not access use, or disclose the clinical information related to family or friends unless CM Health's process to access this information has been followed and appropriate approval has been granted. See 'Staff Portal Requirements' on Paanui.
- Use or disclose, or attempt to use or disclose, any of the information specified above for the employee's own personal benefit, or for the benefit of any other person or organisation, or in any manner whatsoever, other than in accordance with the employee's duties and consistent with the obligations of confidentiality expected for a person in the employee's position.

Failure to comply with the above requirements, following investigation, may result in disciplinary action. CM Health will from time to time undertake random and planned audits to ensure appropriateness of user access, use or disclosure of personal information, in accordance with its privacy policies in place from time to time.

Breaches of any of the above obligations may be considered to be serious misconduct. Please note, however, that the above obligations are not intended to prevent free speech or speaking out on matters of professional or ethical concern in accordance with CM Health's Protected Disclosures' Policy in place from time to time and/or the Protected Disclosure Act 2000 or amended legislation.

If you have any inquiries about the above requirements, please contact your Manager.

I, Candidate_First_Name Candidate_Last_Name, have read and agree to comply with the above. Please return one signed copy to The Recruitment Centre.

Signed _____ Dated _____