



## Confidentiality Agreement

*Access to confidential information is permitted only on a need to know basis.*

I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to VCU Health System (VCUHS). In addition, I acknowledge and understand that I may have access to confidential information regarding VCUHS employees, patients and patient care. Therefore, except as required by my employer or by law, I agree that I will not:

- a. access data that is unrelated to my job duties at VCUHS; or
- b. disclose to any other person, or allow any other person access to, any information related to VCUHS which is proprietary or confidential and/or pertains to employees, patients or patient care.

“Disclosure of information” includes, but is not limited to, verbal discussions, FAX transmissions, providing hard copies, electronic message transmission, taking pictures of data, voice mail communication, written documentation, “loaning” computer access codes, copying sensitive or confidential information to unauthorized, unprotected electronic devices and/or other electronic transmission or sharing of data.

I understand that VCUHS, its patients, staff, or others may suffer irreparable harm by disclosure of proprietary or confidential information and that VCUHS may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement, or any other VCUHS policy regarding confidentiality, may result in disciplinary action, up to and including my termination of employment. I understand that this statement is binding both during my employment and thereafter.

I also understand that as a representative of VCUHS, I must demonstrate ethical behavior and maintain professional boundaries with patients and their families both at work and outside work. Recognizing that my association with individuals outside work hours may be construed as work related, I shall be compelled to abide by confidentiality, integrity, conflict-of-interest, ethical and legal considerations in representing VCUHS at all times.

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Printed Name

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Signature

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Date