

CONFIDENTIALITY: VISITORS AGREEMENT



BAPAM is a medical charity providing health services for performers. In BAPAM's premises (both clinical and administrative), staff and clinicians deal with patients and highly confidential personal information on a daily basis. Clinical services may also be provided in settings where BAPAM is not the only service provider and not all patients encountered will be BAPAM service users.

All staff, clinicians and personnel visiting BAPAM premises are therefore bound by a Code of Confidentiality and must act in accordance with Data Protection and information governance legislation. Any breach is considered a serious matter which may be reported to your employer or to the Information Commissioner.

As a visitor to BAPAM premises, we kindly request that you comply with the following:

- You must be accompanied by a member of staff at all times
- You may only use desks assigned to you by our staff
- You may only use computers assigned to you by our staff
- Internet access is restricted to visitor accounts
- Access to patient records – either hard copy or online – is strictly forbidden
- Patient identity and information is strictly confidential: you may not share what you may have seen or heard with anyone (including staff and clinicians) without the patient's consent
- In the clinic, please respect that patients waiting for appointments may be distressed or keen for privacy. Your behavior should be appropriate to a healthcare setting at all times

Please sign below to indicate you have understood and accept these conditions and return this form to the BAPAM Office and Clinics Manager:

Name (print):

Job title/status:

Signature:

Date: