



## CONFIDENTIALITY AGREEMENT

As an affiliate, contractor, employee, student, or volunteer at Bassett Healthcare Network, ("Bassett") you may have access to what this Agreement refers to as "Confidential Information." The purpose of this Agreement is to help you understand your responsibility regarding confidential information.

'Confidential information' includes, but is not limited to, patient information, employee health or personnel records, financial information, or other information relating to Bassett and its affiliates. You may learn or have access to some or all of this confidential information through computer systems (which include but are not limited to the clinical and financial information systems), through your role as defined in your job description, or through your professional care for patients or employees.

You are required to read and comply with these principles. The violation of any aspect of this Agreement and related policies will subject you to disciplinary action, up to and including termination of your employment with Bassett. Further, a violation to this Agreement may have the potential of legal action including fines and/or imprisonment as defined by New York State and Federal Laws.

I understand that I may have access to electronic, printed, or verbal confidential information, which may include, but is not limited to, information relating to:

- Patient information (such as records, conversations, patient financial information, etc.);
- Employee information (such as salaries, employment records, disciplinary actions, health information, etc.);
- Bassett Healthcare and affiliates information (such as financial and statistical records, strategic plans, internal reports, memos, peer review information, communication, personnel information, proprietary computer programs, proprietary technology, etc.);
- Third party information (such as computer programs, client and vendor proprietary information, proprietary technology, etc.)

In consideration of my access to confidential information, I promise that:

1. I will use confidential information only as needed by me to perform my responsibilities as defined by my job description with Bassett. This means that:
  - I will not access confidential information for which I have no legitimate need to know.
  - I will not divulge, copy, release, alter, revise, or destroy any confidential information except as properly authorized within the scope of my job description.
  - I understand that there is an increased level of sensitivity and protection of information related to a patient's treatment for Alcohol and/or Drug Abuse, Genetics, HIV/AIDS and behavioral health services/psychiatric care, in which special patient authorization is required prior to disclosure.
  - I will not misuse confidential information or carelessly handle confidential information.
  - I will abide by Bassett's Policies and Procedures. **\* I understand that all of these policies are available for my review on Bassett's Intranet, or through my department manager.**
  - I will not work with my own personal information, or that of my family members, except as required in my job description, and with the permission of my supervisor and/or manager.
  - I will protect the privacy of computer data or information stored on Bassett computers, even if that data is securely protected. This includes not accessing or attempting to access another individual's data or information without proper authorization or giving another individual the means to access data or information they are not authorized to access.
2. I will safeguard and will not disclose my password or any other authorization code I have that allows me access to confidential information.
  - I will log off computer system after use.
  - I will not log on to a system or access confidential information on behalf of another person.
3. I will report any suspicious activity or knowledge that my password/authorization or the password/authorization of another employee has been misused or disclosed without the consent of Bassett.
4. I will protect Bassett's interest in proprietary software and other computer assets. This includes not making more copies of software than the license allows, and not using Bassett's computer equipment for unauthorized purpose.
5. I understand that my obligation under this agreement will continue after termination of my relationship with Bassett.
6. I understand that I have no right or ownership interest in any confidential information referred to in this Agreement. Bassett may, at any time, revoke my password, other authorization, or access to confidential information. At all times during my relationship with Bassett, I will act in the best interest of Bassett.
7. I will be responsible for my misuse or wrongful disclosure of confidential information and my failure to safeguard my password or other authorization to access confidential information. I understand that my failure to comply with this Agreement may also result in disciplinary action, up to and including termination, and may even result in personal civil and criminal legal liability.
8. I have read, understand and agree to the terms of this Confidentiality Agreement.

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 Signature / Name (print) / Date / Company\Employee#\Facility (print)