



Observer & Clinical Passenger Confidentiality Policy

POL004

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Date Created: 12/02/2022
Author: Kirk Freeman

Reviewer(s): Carl Xavier, Hannah Harrison

Author Signature

A handwritten signature in black ink, appearing to be 'Kirk Freeman', written over a horizontal line.

Reviewer Signature (Director)

A handwritten signature in black ink, appearing to be 'Carl Xavier', written over a horizontal line.

Reviewer Signature (Clinical Lead)

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Document Change History

Version	Change History
1.0	Creation of document.

Policy

1. Observers/clinical passengers acknowledge that, by virtue of their position and in carrying out the duties associated with their role they, will have access to RSG secrets and confidential information belonging to or relating to RSG or its suppliers, purchasers/clients, patients, and staff. Observers/clinical passengers therefore undertake that neither during their term of observation/clinical placement or after the termination of such and without limitation of time they will not:
 - 1.1. Unlawfully access, publish, disclose, or otherwise communicate to any person, company, business entity or other organisation whatsoever, any RSG secrets or confidential information belonging to or relating to RSG, its suppliers, purchasers/clients, patients and staff.
 - 1.2. Make use of any trade secrets or confidential information belonging to or relating to RSG or its suppliers, purchasers/clients, patients and staff for their own purposes or benefit, or for the purpose of benefit of any other person, company, business entity or other organisation whatsoever.
2. For this purpose 'confidential information' shall include, but not be limited to, any information relating to purchasers, marketing and sales plans and information, pricing information, annual and strategic plans, information concerning employees or patients, information relating to financial and business dealings, research activities, Policies, Procedures, Service Orders or any document marked 'confidential' or which the employees are advised to be 'confidential' or which they might reasonably expect to be regarded by RSG as 'confidential'.
3. The Observers/clinical passengers' obligations shall not apply in relation to any RSG secrets or confidential information which: -
 - 3.1. They have been authorised by the Board to disclose, publish, communicate, or make use of, or which is necessary to disclose, publish, communicate, or make use of for the proper and efficient discharge of their duties.
 - 3.2. They are required by law or any Court or other similar judicial body or authority to disclose, publish or communicate.
 - 3.3. Have come into the public domain other than by way of unauthorised disclosure whether by themselves or by any other person, company, business entity or other organisation whatsoever.
4. The Observers/clinical passengers shall not make or retain any copy of, nor make any notes, nor remove from the premises of RSG, any trade secret or confidential information belonging to or relating to RSG.
 - 4.1. Without the prior written consent of the Chief Executive.
 - 4.2. Unless such copying or making of notes is necessary for the proper and efficient discharge of duties.

PROVIDED ALWAYS that in the event of such authorised removal or copying of such RSG secrets or confidential information, the Observer/clinical passenger shall return such documents, papers, copies, or notes to RSG after the authorised purpose has ceased or has been completed or on the demand of RSG.

Observers/clinical passengers should be aware that any unlawful access or disclosure of personal information or breach of confidence could result in a civil action for damages or prosecution for breaching Data Protection legislation.