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Confidentiality and Data Protection Staff Declaration – Appendix 12

Confidentiality

During the course of your employment at the pharmacy you will be entrusted with personal and confidential information about our patients and customers. This will include conditions that customers are suffering from when seeking over the counter advice as well as those receiving prescription medicines, other information on the patient medication records, knowledge of medicines supplied to customers, patients and carers both on prescription and over the counter. There will be other confidential information on the prescription form itself such as reasons for exemption from prescription charge for example.

Our patients and customers have a right to expect that we will respect the confidentiality of such information and we are under a very strict duty to do so.

So much so that any breach will be taken very seriously indeed and will lead to disciplinary action.

All staff are asked to read the briefing on confidentiality, data protection and human rights which is **Appendix 10** in the PSNC Workbook.

The examples given above of the sorts of information that is confidential are not exhaustive. If you have any questions about this issue or if you are unsure about whether or not particular information is confidential you should speak

to .....

There is a requirement that you sign a declaration to say that you understand the issue of patient confidentiality and the consequences of any breach. This is attached.

Confidentiality Declaration

I recognise and understand that I have a duty to treat as strictly confidential all health and personal information that I acquire during the course of my employment.

I understand that this is an important obligation of my employment and that any breach will lead to disciplinary action.

I have read and understand the briefing in the PSNC workbook on Confidentiality, Data Protection and Human Rights

Name	Signature	Date

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