

**MSc in Clinical Nutrition and Dietetics FORM J**

**Confidentiality Agreement**

It is an important professional requirement that you maintain service-user and business confidentiality both when a student, and when a Registered Dietitian. In view of this you must agree to maintain confidentiality at all times. In addition to service-user confidentiality it is important that you consider the confidentiality of the staff you work with whilst you are on placement, the confidentiality of other students you are with in the placement setting and the confidentiality of the business or institution you are carrying out placement at. Prior to proceeding to your practice placement you are required to sign a confidentiality agreement to demonstrate that you understand and agree to maintain confidential information regarding to business matters, service-users, staff and other students whilst you are on placement. This agreement extends to disclosing information both verbally and in the written form, which includes social networking platforms such as “Facebook” and “Twitter”.

You may also be asked to sign a confidentiality agreement by your practice placement provider as part of your induction which you should sign in addition to this agreement.

**Confidentiality Statement**

“You must not, either during or after the end of your placement, disclose any confidential information relating to the institution’s business, service-users (all matters relating to a service-user’s diagnosis and treatment are strictly confidential), staff and other students (including details of others student’s performance on placement) to any person or make use of the information unless you are expressly authorised to do so, by the organisation, as a necessary part of your duties.

Likewise, in the course of attending meetings during practice placement, you may have access to information that is discussed in confidence for the purpose of progressing the business of health and social services. All such information is strictly confidential and no unauthorised discussion or disclosure of information shall take place externally or within the HSE

***Additional information for Practice Placement which does not take place in a hospital or community setting:***

*You will be expected to keep all information concerning any organisation (including information about its products which are not in the public domain), its customers, third parties, and any other connected organisation with whom you are involved with, absolutely confidential. This requirement for confidentiality extends beyond your period of placement.*

*You will deliver to the organisation, at the end of your placement, or at any time it may so request, all documents, notes, records, manuals, programmes or any other materials or property belonging to the organisation or relating to customers and/or third parties, which you may then possess or have under your control. You may not, without the organisation's consent, keep copies of same.*

*You may not remove from the organisation's premises at any time, without proper advance authorisation, any document or other property which belongs to the organisation or contains or refers to any confidential information relating to the organisation, its customers or third parties. You will return to the organisation, prior to the end of your placement, any documents or other organisation property that subsequently comes into your possession or procurement in the future.*

If you disclose or misuse information during the course of your practice placement, the placement provider and/or the University will treat such conduct as “Gross Misconduct”

Although you do not have a contract of employment whilst on placement, you are required to uphold this statement as a condition of you being offered a practice placement.

If you agree to these conditions please sign the Form of Acceptance.

Signed:

Name (PRINT):

Date: