This agreement is provided to clarify the responsibilities of those employed at Mass Care Momentous Ltd in respect of maintaining confidential information gathered by Mass Care Momentous Ltd in the course of its work.

**Queries and questions relating to this duty should be addressed to either the:**

* Registered Manager
* Data Protection Officer

All information given by Customers to staff is given on the understanding that it will be used solely to providing them with Care most suited to their needs. It is the duty of Mass Care Momentous Ltd to ensure that the confidentiality of that information is maintained within the boundaries of the law and is not divulged without the consent of the Customer.

In the course of your work at Mass Care Momentous Ltd, you will have access to person identifiable, confidential data concerning the medical or personal affairs of:

* Customers
* Staff of Mass Care Momentous Ltd
* Associated health and care professionals

Unless acting on Mass Care Momentous Ltd policy, or following the direct instructions of MASS CARE MOMENTOUS LTD , or the Registered Manager, such information must not be divulged or discussed, except in the performance of your normal duties. Breach of confidence, including the improper passing of computer data, may result in disciplinary action, your dismissal, and civil action against you for damages.

In observation of the suite of UK GDPR and Data Protection Policies at Mass Care Momentous Ltd, you must ensure that all records, including computer screens and computer-generated records or paper records of staff or Customer data are never left where unauthorised persons can view them.

Computer screens must always be cleared when left unattended and you must ensure you log out of computer systems, removing your password. All passwords to the systems at Mass Care Momentous Ltd must be kept confidential.

Staff Confidentiality Agreement

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Mass Care Momentous Ltd

Unit A, Acorn Business Centre, Livingstone Way, N/A, Taunton, Somerset, TA2 6BD

**No unauthorised use of the Internet or email is allowed.**

Information concerning Customers or team members is strictly confidential and must not be disclosed to unauthorised persons. This obligation continues without end, during and after your employment at Mass Care Momentous Ltd.

Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under UK GDPR and the Data Protection Act 2018.

I have read, understand and agree to the terms and conditions set out above:

**Signature: Date: 08/11/2023**

**Name: ARCHANA AYYAPPAN**