



## **CONFIDENTIALITY AGREEMENT**

### **- Student Placements/Business Visitors**

As a student, undertaking work placement with ACHA I agree that I shall not, during my placement or after its termination (however caused), disclose or use in any manner whatsoever – any confidential information or knowledge, relating to ACHA or to any former or existing member and /or client or patient of ACHA.

I understand that confidential information refers to any information (verbal, written or electronic) of a commercial, technical or financial nature, which is not publicly available.

This may include records/information regarding patients, correspondence, company manuals, computer printouts, USB sticks, customer lists, rate schedules, diaries, file notes or any other material which I have access to during the course of my placement.

I shall only disclose or use such information if ordered to by a Court of competent jurisdiction – or by ACHA – and do so only in a manner consistent with such an order.

I understand that I am bound by ACHA's social media policy.

Social media is only to be used on a professional basis for the purpose of communicating and promoting either the ACHA or business unit brands. The use of employee's personal accounts must remain separate and not contain any image or reference to ACHA.

Upon termination of my placement I shall immediately deliver to ACHA all records of whatsoever nature or description which are in my possession or under my control which in any way relate to the business of ACHA or to any member(s) and /or client(s) or patient(s) current or former.

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

***To be placed in students file***