



*Caring is our passion... Compassion is our belief...*

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## **Confidentiality.**

Policy Number 34

### Introduction

*NOA Healthcare believes the maintenance of Confidentiality is the cornerstone of ethical business practice.*

### Policy

*NOA Healthcare Staff and Members will uphold any and all confidential commercial, financial, marketing, technical or other information or data of whatever nature relating to Patients' personal details or treatments, Clients or NOA Healthcare or their business or affairs (including but not limited to data, records, reports, agreements, software, programs, specifications, know-how, trade secrets, JMS and other information concerning any Assignment) in any form or medium whether disclosed or granted access to whether in writing, orally or by any other means, provided to the Member or any third party in relation to any Assignment by any Client or NOA Healthcare or by a third party on behalf of either one of them whether before or after the Assignment date together with any reproductions of such information in any form or medium or any part(s) of such information.*

*A breach of confidentiality is a serious disciplinary issue and may result in termination of employment/Membership and legal action.*

### Policy Origin

*In House Policy.*

### References

### Date Policy Active.

*To be determined once verified by the management group.*

### Review Date.

*12 months after verification.*

Quality Assurance Reference *POL/ 34/16*