**Practice Placement Confidentialy Agreement**

**SCOPE**  Undergraduate nursing and midwifery students on practice placements from University of Galway.

**BACKGROUND**

In performing their duties on practice placement undergraduate student nurses and midwives may have occasional, regular or on-going access to personal information pertaining to patients, members of the public or work colleagues. The practice placement sites expect each undergraduate student nurse and midwife to observe the highest standards of work and personal ethics in their handling of such information and seeks to protect the confidentiality of such information at all times.

**AIM**

To protect individuals from the unauthorised access to, alteration, disclosure or destruction of personal data including that which is processed by automated means.

1. **General**

All undergraduate nursing and midwifery students who as part of their normal duties during practice placements from University of Galway have access to any personal information relating to either patients or other employees are required to treat such information with total confidentiality at all times. The access, disclosure or discussion of personal information from any practice placement is to be in the performance of practice placement duties only.

1. **Computerised Systems**
2. In compliance with the Data Protection Act, 2018 practice placement sites have measures to guard against unauthorised access to computer based personal data and against its alteration, disclosure or destruction.
3. **Responsibility**

Practice placement sites are responsible for defining the level of access considered appropriate for undergraduate student nurses and midwives and are responsible for dealing with breaches of confidentiality.

Practice placement site password controllers are

Responsible for issuing, changing, deleting and authorising use of passwords.

Responsible for maintaining up-to-date accurate records of passwords, user ID and names.

Undergraduate Student Nurses and Midwives

Undergraduate Student Nurses and Midwives are responsible for safeguarding the password issued to them and ensuring that passwords are not made available for use by any unauthorised persons.

Undergraduate Student Nurses and Midwives will not disclose their own password for use by others unless specifically instructed to by a password controller nominated by the placement site.

Undergraduate Student Nurses and Midwives have a responsibility to bring to the attention of their immediate supervisor any known breach of this policy.

1. **Violations**

Any misuse or abuse of personal information, passwords and/or access to the practice placement information systems is subject to review through the agreed Disciplinary Policy and procedures and appropriate action in line with this Policy may be taken up to and including dismissal.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Block Capitals)

Grade: Student

Department: School of Nursing and Midwifery, University of Galway

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_