

CONFIDENTIALITY GUIDELINES CARETAKER AND CLEANERS

THE DUTY OF CONFIDENTIALITY

Everyone who works within Wellspring is bound by a duty of confidentiality towards all clients and potential clients seeking Wellspring's help.

You are expected to safeguard all confidential matters relating to Wellspring, both during and after your employment here and to respect the organisation and safeguard Wellspring's standing in the community.

CONFIDENTIALITY GUIDELINES

- It is unlikely that you will encounter clients during your working hours, but if you do you should remember that some people are sensitive about attending Wellspring. While a friendly smile is reassuring, they may prefer not to enter into conversation.
- If you come across any information about Wellspring clients or confidential material relating to Wellspring you should discuss this with no one outside Wellspring.
- You should also inform the Administrator that this information has been open to view.

CONFIDENTIALITY AGREEMENT

As part of your contract with Wellspring you are asked to sign a Confidentiality Agreement, two copies of which you will find attached. They should be signed by you and by the Administrator. One copy should be retained by you and the other by Wellspring.

**CONFIDENTIALITY AGREEMENT
CARETAKER/CLEANER**

This agreement is made between **Wellspring** and _____

on _____ day of _____ 200__.

- I have read and understood Wellspring's *Confidentiality Guidelines for Caretaker and Cleaners*.
- I agree to maintain client confidentiality as set out in that document.
- I also undertake to safeguard all confidential or sensitive information relating to Wellspring that I may encounter in the course of my work and not disclose it to third parties.

Signed

Name (please print)

Date

Witnessed for Wellspring

Name (please print)

Date