



NON-EMPLOYED CATHOLIC HEALTH WORKFORCE MEMBER ACCESS AND CONFIDENTIALITY AGREEMENT

As a non-employed Catholic Health (CH) workforce member who has electronic access to information within CH, you may have access to what this agreement refers to as "confidential information." You may learn of or have access to some or all of this confidential information through the computer systems or through your professional care of patients. The purpose of this agreement is to confirm your understanding of your duties regarding confidential information.

Confidential information is valuable, sensitive and protected by law(s), as well as CH policies. As a non-employed CH workforce member, you are required to conduct yourself in strict conformance to applicable laws and CH policies and to abide by the duties described below governing confidential information.

You will be responsible for your misuse or wrongful disclosure of confidential information and for your failure to safeguard your login credentials or other authorization(s) that enable access to confidential information. You understand that your failure to comply with the duties described within this Agreement may also result in loss of privileges to access confidential information, and to legal liability.

As a non-employed CH workforce member, you must understand that you will have access to confidential information that may include, but is not limited to, information relating to:

- Patients (such as records, conversations, admittance information, patient financial information, etc.
- Third party information (such as computer programs, client and vendor proprietary information source code, proprietary technology, employee records, financial data, etc.).

Accordingly, as a condition of and in consideration of your access to confidential information, you promise:

1. You will use confidential information only as needed to perform your legitimate duties as a non-employed CH workforce member. This means, among other things, that:
 - a. You will only access confidential information needed to treat your patients or fulfill your responsibilities to CH; and
 - b. You will not in any way divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as properly authorized within the scope of your professional activities as a non-employed CH workforce member; and
 - c. You will not misuse or fail to safeguard confidential information.
2. You will safeguard and will not disclose your login credentials and/or any other authorization(s) you have that allows you to access confidential information. You accept responsibility for all activities undertaken using your login credentials and/or other authorization(s).
3. You will report activities by any individual or entity that you suspect may compromise the privacy of confidential information.
4. You understand that your confidentiality obligations under this Agreement will continue after termination of your privileges as a non-employed CH workforce member. You understand that your privileges to access and use confidential information are subject to periodic review, revision and **annual** renewal.
5. You understand that you have no right to ownership interest in any confidential information accessible to you as a result of this Agreement. CH may, at any time, revoke your login credentials, other authorization(s), or access to confidential information.

By signing this, I agree that I have read, understand and will comply with this Agreement.

Non-Employed CH Workforce Member Signature

Date

Printed Name

Title