

## **PRIVATE AND CONFIDENTIAL**

Dear Student

### **Confidentiality obligations –placement with Ramsay Health Care Facility**

Your placement will take place as a result of an agreement between your education/training organisation and Ramsay Health Care Investments Pty Limited (**Ramsay**). Under that agreement, your education/training organisation has agreed to comply with certain obligations of confidentiality which extend to ensuring you also comply with these obligations of confidentiality.

The purpose of this letter is to ensure that you understand the expectations of Ramsay in relation to you and your conduct regarding its confidential information during the period of your clinical placement and thereafter.

In consideration of Ramsay providing or making confidential information available or accessible to you during the period of your placement, you acknowledge and agree that:

1. Your obligations of confidentiality extend to all confidential information owned, held or controlled by Ramsay. This may include, but is not limited to, patient's medical notes and other health information of patients, policies and procedures of Ramsay and other information relating to the business of Ramsay. This confidential information may be provided to you or may simply be available to you or accessible by you during the period of your placement.
2. The information that will be provided to you or which is available or accessible by you during the period of your placement is secret, confidential and valuable to Ramsay.
3. Any unauthorised use or disclosure of any of this information may damage the business of Ramsay.
4. Ramsay is only prepared to disclose this information to you on the understanding that you will keep it secret and confidential. You may use the information to fulfil your obligations in relation to your placement and you may disclose the information to staff or contractors of your education/training organisation who have been nominated to assist you in relation to your placement but only if they first agree to keep it secret and confidential. You must not use or disclose any of the information for any other purpose or to any other person or entity, unless Ramsay has first agreed in writing.

**Ramsay Health Care Australia Pty Ltd**  
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[ramsayhealth.com.au](http://ramsayhealth.com.au)

5. You must not make copies or reproduce the information or remove the information from Ramsay's premises, unless Ramsay has first agreed in writing. The Confidentiality obligations under this letter do not apply to Confidential Information that is required to be disclosed by law at any time, provided that prior to such disclosure you, if reasonably practicable, first notify Ramsay.
6. These obligations continue until all of the information ceases to be confidential, other than because of a breach of any obligation of confidence.
7. Ramsay has obligations under the *Privacy Act 1988* (Cth) and State Privacy Acts and you will be expected to also comply with those obligations during the period of your placement. Please ask for a copy of the Ramsay Privacy Policy and related documents of Ramsay if you are unclear about what these obligations are or if you would like some assistance in understanding these obligations.

Please indicate that you have read and accept these terms by signing and dating the attached copy of this letter, in the space provided. You must then return the signed copy to the Student Coordinator at your designated placement Facility.

Yours sincerely

Jane Ireland  
Director, Organisational Development  
Ramsay Health Care

**Acknowledgement**

I have read and accept the terms of this letter.

Date: .....

Name: .....

Address: .....

Signature: .....

