

# THE VILLAGE RESIDENCE

## 1. Confidentiality

In the course of your employment/work experience you will have access to, or hear information concerning the medical or personal affairs of residents and or staff. Such records and information are strictly confidential and unless acting on instructions of an authorised officer, must not be divulged or discussed except in the performance of normal duty. Any Concerns or Issues at Unit Level must be dealt with by the Nurse on Duty ONLY

Records must never be left in such a manner that an unauthorised person can obtain access to them, additionally records must be maintained securely when no longer required. Information about residents or staff should never be discussed with anyone outside of work

