

**Workforce Members
Privacy, Confidentiality, and Information Security Agreement
For Patient, Confidential, Restricted and Proprietary Information**

All UW Medicine workforce members (including faculty, employees, trainees, volunteers, and other persons who perform work for UW Medicine) are personally responsible for ensuring the privacy and security of all patient, confidential, restricted, and proprietary information to which they are given access including research data and student information (referred to throughout this document as protected information).

I understand and acknowledge the following:

Policies and Regulations:

- I will comply with UW and UW Medicine policies governing protected information.
 - Privacy: <http://depts.washington.edu/comply/privacy.shtml>
 - Information Security: <https://security.uwmedicine.org/guidance/policy/default.asp>
- I will report all concerns about inappropriate access, use or disclosure of protected information, and suspected policy violations to UW Medicine Compliance (206-543-3098 or comply@uw.edu).
- I will report all suspected security events and security policy violations to the UW Medicine ITS Security team (<https://security.uwmedicine.org/home/contactus/default.asp>) and my IT support desk.

Confidentiality of Information:

- I will access, use, and disclose protected information only as allowed by my job duties and limit it to the minimum amount necessary to perform my authorized duties. I understand that my access will be monitored to assure appropriate use.
- I will maintain the confidentiality of all protected information to which I have access.
- I will only discuss protected information in the workplace for job-related reasons, and will not hold discussions where they can be overheard by people who have neither a need-to-know nor the authority to receive the information.
- I will keep patient information out of view of patients, visitors, and individuals who are not involved in the patient's care.
- I will keep protected information taken off-site fully secured and in my physical possession during transit, never leaving it unattended or in any mode of transport (even if the mode of transport is locked). I will only take protected information off-site if accessing it remotely is not a viable option.

Computer, Systems, and Applications Access Privileges:

- I will only access the records of patients for job-related duties.
- I will not electronically access the records of my family members, including minor children, except for assigned job-related duties. This also applies in cases where I may hold authorization or other legal authority from the patient.
- I will protect access to patient and other job-related accounts, privileges, and associated passwords.
 - I will commit my password to memory or store it in a secure place;
 - I will not share my password;
 - I will not log on for others or allow others to log on for me;
 - I will not use my password to provide access or look up information for others without proper authority.
- I am accountable for all accesses made under my login and password, and any activities associated with the use of my access privileges.

