



Student Confidentiality Declaration

This form is to be used for all students on clinical/fieldwork placements. You are required to sign a Confidentiality Declaration either at the beginning of your studies with the Faculty of Health Sciences, Curtin University, or prior to the commencement of clinical/fieldwork placements.

The privacy of clients and our placement host sites is taken very seriously.

Students, please note the following:

- You are required to maintain the confidentiality of clients and their personal information at all times. However, you will be required to share client information with the staff supervising their clinical/fieldwork placements. You should never agree to keep information about a client private from your supervisor/preceptor.
- Any information which directly or indirectly identifies a client must not be put in writing or discussed in a public area, including, but not limited to, social media sites, student workshops, debrief and feedback sessions, tutorials and Blackboard forums.
- Clients' records (digital and/or hardcopy) must not be visible or available for others to access/see. Computer records must be logged off immediately after use.
- Clients' personal information may only be accessed during the time when you are on placement.
- You will have access only to information of clients for whom you will be providing services in the facility.
- You must never access any information related to relatives, friends or people you know who are receiving treatment at a placement site.
- Access to client health information outside of placement hours is at the discretion of the supervising staff member and a formal request for access must be made in writing.
- Client records or identifiable client information (including written, audio and/or visual information stored on a personal computer/mobile device) may not be removed from any placement facility by any means or destroyed without the written permission of the supervising clinician.
- Should you wish to take notes about a client's case, you are only permitted to record this information ensuring all identifying personal information such as record number, name or initials, date of birth or contact details are removed. Relevant information can be transcribed from a client's case notes, with all of the client's personal identifying information removed, to meet your university assessment requirements.
- Under NO circumstances are you permitted to photocopy client's records, including taking pictures using a mobile device.
- You are required to maintain the confidentiality of the placement host site and their staff at all times during and after the placement.
- You are required to read and abide by the privacy policies and procedures of the facilities in which you are placed. You may be required to sign a separate confidentiality agreement for the placement site.
- You must not relay information through public forums, including but not limited to social media which may impact negatively on the reputation of the University, staff members, students themselves or their peers, or the placement host site or its staff.
- Any alleged breach of privacy and confidentiality is taken seriously. This may constitute a breach of Australian law and may be investigated in accordance with Statute 10 Student Discipline.



Please read and tick the box	Yes
I declare that I have read the above information regarding privacy and confidentiality of information.	<input type="checkbox"/>
I declare that I understand the requirements to maintain the privacy of client information and agree to abide by them.	<input type="checkbox"/>
I declare that I understand the requirements to maintain the privacy of the placement host site and its staff and agree to abide by them.	<input type="checkbox"/>
I acknowledge that failure to maintain privacy of information may result in discipline action being taken against me. Should the allegation be proved, the penalties awarded may precluded inclusion in further clinical/fieldwork placements, a reduction in grade or any other Category 1 or 2 penalty as articulated under the Academic Misconduct Rules.	<input type="checkbox"/>

Student's name: (please print) Date:

Signature of student: Student ID: