

SA Health – Better Placed

Deed Poll

For Students and Institution Staff attending SA Health facilities for clinical placements

Why do I need to sign this Deed Poll?

SA Health places high importance on maintaining patient confidentiality and protecting privacy. Students and Institution staff will have access to a range of confidential information and need to be familiar and understand the relevant requirements of maintaining confidentiality. By signing this Deed you understand your obligations and agree to comply with the relevant state legislation.

THE CHECKLIST MUST BE KEPT AND A COPY PROVIDED TO YOUR PLACEMENT PROVIDER WHEN REQUESTED.

What is personal information?

Personal information is information or an opinion, whether true or not, relating to a natural person or the affairs of a natural person whose identity is apparent, or can reasonably be ascertained. A natural person in this context is a living human being.

Personal information can include combinations of name, address, date of birth, financial or health status, ethnicity, gender, religion, witness statements, alleged behaviours and licensing details. It may also include photographs, biometrics or video footage.

How is personal information protected in the South Australian State Government?

South Australian Government agencies are required to comply with Premier & Cabinet Circular No 12; more commonly known as the Information Privacy Principles (IPPs) Instruction. Students and Institution staff are required to comply with the IPPs when handling personal information while undergoing a clinical placement in a government agency such as SA Health. The IPPs exist to keep personal information safe from inappropriate collection, use or disclosure by State Government agencies.

SA Health may collect personal information about staff or students for purposes associated with the placement. SA Health's information privacy obligations are set out in the Information Privacy Principles and Code of Fair Information Practice.

The Education Provider has entered into an agreement with SA Health dealing with the placement of health professional students within SA Health facilities.

By signing this Deed Poll I acknowledge and agree that:

1. I am a student or Institution staff member of an Australian university / registered training organisation / training and further education institution run by the Education Provider and will be taking part in a placement.
2. I will not communicate to any person any information obtained during my attendance at a Facility, which could identify an individual who is receiving or has received a public sector health service, unless:
 - (a) I am compelled or authorised to do so by law;
 - (b) the individual consents to the disclosure and only subject to the

SA Health – Better Placed

express terms of that consent; or

(c) the disclosure is required for further treatment of the individual.

3. I acknowledge and agree that SA Health owns all right, title to and Intellectual Property in all Patient Treatment Records.

4. In circumstances where:

(a) the Student Material that I create as a result of my Placement is intended by SA Health to be used for the benefit of SA Health and/or SA Health patients; or

(b) as a result of an activity or task which has been solely carried out for the purposes of a placement, I have adapted, used, modified or incorporated a substantial amount of material owned by or licensed to SA Health into the Material that I create;

then I will negotiate in good faith with SA Health to enter into a separate agreement dealing with the ownership and licensing of intellectual property rights in the Student Material that I create.

5. I confirm under this Deed Poll that I have undergone any applicable criminal history checks prior to placement in an SA Health site regardless of the length of placement.

6. Unless compelled or authorised to do so by law, I will not disclose to any other person any of the confidential operations, dealings or affairs of SA Health or the Education Provider which may come to my knowledge through carrying out the Placement.

7. I will use all SA Health materials strictly in accordance with any conditions or restrictions communicated to me by SA Health or the Education Provider. Upon expiration of or earlier termination of the Placement I will return all SA Health material to SA Health.

8. I will comply with all lawful directions of SA Health staff and will only carry out those activities, procedures and/or acts required for the purposes of placement under the direction of SA Health staff.

9. I agree to comply with all relevant policies, procedures and directives of SA Health whilst on placement including procedures regarding:

(a) immunisation and infection control;

(b) occupational health and safety, manual handling, working with hazardous substances and dangerous goods;

(c) dress requirements and identification;

(d) motor vehicle use;

(e) access to and use of SA Health information and technology systems; and
any other SA Health or SA Health Facility policy or guideline.

10. I will:

(a) not disclose to any third party any of the Confidential Information of SA Health except as authorised by SA Health;

(b) keep the Confidential Information of SA Health strictly secret and confidential;

SA Health – Better Placed

- (c) take such steps as are reasonable to preserve the confidentiality and secrecy of the Confidential Information of SA Health;
- (d) not make copies or duplicates of the Confidential Information of SA Health;
- (e) keep any Confidential Information of SA Health disclosed to the Student by SA Health in secure, safe custody and confidential.
- (f) ensure, in using Confidential Information of SA Health, that patient confidentiality and confidentiality of patient and deceased person's dental records is strictly maintained and other confidentiality policies of SA Health applicable to employees of SA Health.

11. The Confidential Information of SA Health as disclosed to me by SA Health shall remain the property of SA Health.

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Definitions:

“**Confidential Information**” means any information that is by its nature confidential or

