



Confidentiality Agreement

As a student, volunteer or intern in a department or facility of Northwell Health, Inc. (Health System), I agree to perform my services in accordance with the following guidelines:

- **Confidentiality of patient and employee medical information.** The Health System is committed to protecting the confidentiality of information patients share with the Health System for purposes of receiving medical care. This information, called Protected Health Information (PHI), includes patients' names, addresses, phone numbers, Social Security numbers, medical diagnoses, family illnesses, and other personal information. Health System employees who are patients in Health System facilities are accorded the same protection of confidentiality. Disclosure of the fact that a person, even a person you know, is a patient in a Health System facility is a breach of confidentiality. Students, volunteers, and interns are prohibited from disclosing any medical information about patients or employees.
- **Confidentiality of patient and employee financial information.** The Health System is committed to protecting the confidentiality of information relating to patients' and employees' financial status. Students, volunteers, and interns are prohibited from disclosing any financial information about patients or employees.
- **Confidentiality of business information.** The Health System is committed to protecting the confidentiality of information created by, or on behalf of, the Health System in the conduct of business. Confidential business information includes trade secrets, staff data, financial data, development plans, proprietary research data, managed care rates, marketing strategies, information about pending or contemplated business deals, and information about other competitive strategies, and this information belongs to the Health System. This information must not be used for personal or a relative's benefit or disclosed to others for their personal use. Students, volunteers, and interns are prohibited from disclosing any confidential business information.
- **Adherence to additional confidentiality guidelines.** Various rules, regulations, policies, procedures, and practices governing the department and/or facility in which students, volunteers and interns work may impose additional requirements of confidentiality. Students, volunteers, and interns must follow any additional rules, regulations, policies, procedures, and practices of departments and/or facilities in which they work.
- **Commitment to avoid antitrust risk.** The Health System engages in activities subject to state and federal antitrust laws, which prohibit competitors from entering into agreements to fix prices or reduce price competition. Disclosure of information about the Health System's business to a competitor can expose the

Health System to liability under state and federal antitrust laws. Students, volunteers, and interns are prohibited from disclosing any information about the Health System's business to a competitor or any other entity or person.

- **Commitment to proper use of Health System's assets.** Students, volunteers, and interns are responsible to preserve the Health System's assets including time, material, supplies, equipment, and information. All communications systems including telephones, computers, electronic mail, Intranet, Internet access, and voicemail are the property of the Health System and are to be used primarily for business purposes. Students, volunteers, and interns have no right to privacy with respect to anything they create, store, send, or receive on Health System's communications systems, and the Health System reserves the right to monitor and/or access all communications usage and contact. Students, volunteers, and interns must use the Health System's assets properly.
- **Commitment not to use Health System information for personal gain.** In business conduct, students, volunteers, and interns must put the Health System's interests ahead of personal interests. Students, volunteers, and interns must not use their position or confidential information obtained in the course of business conduct for personal gain. Students, volunteers, and interns must not offer, pay, ask for, or accept money or other benefits in exchange for confidential information or any information obtained in the course of business conduct.
- **Commitment to refer matters to the Public Relations department.** All requests from reporters or the general public for information should be referred to the Public Relations department at (516) 465-2600. Students, volunteers, and interns must relay requests for information to the Public Relations department and must not release information without their permission.
- **Commitment to the Code of Ethical Conduct.** Students, volunteers, and interns are required to read the Health System's Code of Ethical Conduct, which is located on the Compliance Department intranet site. By signing below, you confirm that you have received and read the Code of Conduct, understand its contents, and agree and abide by the spirit and intent of the Code.
- **Responsibilities.** If unsure of the rules governing the access to, release or use of any information, students, volunteers, and interns are responsible to ask for clarification of the rules before they access, release, or use such information.
- **Discipline.** The Health System has a right to discipline, up to and including discharge, students, volunteers, and interns for any unauthorized disclosure of information. Students, volunteers, and interns who commit an unauthorized disclosure of confidential information may be subject to civil and/or criminal penalties.



Acknowledgment

The Health System requires you to sign an acknowledgment confirming that you have received and read the Confidentiality Agreement, understand its contents, and agree to abide by the spirit and intent of the Confidentiality Agreement. By signing, you, as a student, volunteer, or intern, acknowledge and agree not to use or disclose any confidential information or otherwise violate the Agreement.

Print Name

Volunteer Signature

Date

Parent/Legal Guardian Signature Required (If under 18 Years Old)

Date Signed