

## **Confidentiality Agreement** **頤康中心保密協議書**

(本文件內容以英文原文為準，中文譯本只供參考之用。)

1. During my association with the Yee Hong Centre For Geriatric Care (The Centre), I will have access to information and material relating to clients, employees, Board of Directors, volunteers, other individuals, or the organization, which is of a private and confidential nature.  
在本人與頤康中心（中心）往還期間，本人將會接觸到與接受服務人士、職員、董事局、義工、其他有關人事，又或頤康機構本身有關的個人和機密資料。
2. At all times, I shall respect and protect the privacy of clients, employees, Board of Directors, volunteers and all associated individuals.  
無論何時，本人都會尊重和保護接受服務人士、職員、董事局、義工及所有有關人士的個人私隱。
3. I shall treat all The Centre records as confidential information, and I will protect them to ensure full confidentiality. Confidential information for the purpose of this Agreement include: client information, staff or volunteer information or financial or other information transmitted via computer, telephone or face to face conversation, email, paper, facsimile, modem, or overhead or received inadvertently.  
本人會將所有中心的記錄當作機密資料處理，予以保密。本協議書所提及的保密資料包括接受服務人士、員工或義工的個人資料，或中心的財務或其他資料，不論這些資料是透過電腦、電話、面談、電子郵件、文件、傳真、數據機、投影機或無意中獲得的。
4. I shall not read records or discuss, divulge, or disclose such information about The Centre, unless there is a legitimate purpose related to my association with The Centre.  
除非是關係到本人與頤康中心往還所需，本人將不會閱讀或討論、洩露或披露任何中心的資料。
5. I shall ensure that private and confidential information is not inappropriately accessed, used or disclosed either directly by me or by virtue of my password or security access to premises or systems.  
本人保證本人不會或讓其他人士憑借本人的密碼或保安渠道進入中心內或其資料庫中不適當地獲取、使用或公開中心的私人或機密資料。
6. I understand that violations to privacy and confidentiality may include but are not limited to:  
本人明白到侵犯私隱和違反保密可包括但並不局限於下列情況:
  - a) Accessing personal health information that I do not require for work purposes.  
獲取與工作無關的個人健康資料。
  - b) Misusing or disclosing personal information (verbally, through the computer system or in hard copy) without proper authorization.  
在未經授權下，不當地使用或披露個人資料，無論是透過談話、電腦系統或文件傳送。
  - c) Altering personal information of client or other employees.

更改接受服務人士或其他員工的個人資料。

- d) Disclosing to another person my user name and/or password for accessing electronic records.  
向他人透露本人進入電腦資料庫的用戶名稱和 / 或密碼。
7. I shall only access, use, and transmit private and confidential information using organization-authorized hardware, software, or other equipment, as required by the duties of my position.  
本人只會根據職責所需，採用機構特許的硬件、軟件或其他設備來獲取、使用或轉送個人和機密的資料。
8. I understand that The Centre will conduct periodic audits to ensure compliance with this agreement and its privacy policy.  
本人明白中心將會作定期審核，以確保本協議的條款及機構的私隱政策被嚴格遵從。
9. I understand and agree to abide by the conditions outlined in this agreement which will remain in force even if I cease to have an association with The Centre.  
本人明白及同意遵守本協議所列出的條款，即使在本人於頤康中心的往還關係終止後，本協議仍然有效。
10. I understand that should any of the above conditions be breached, I may be subject to corrective action up to and including termination of employment, loss of privileges, termination of the tenure on the Board, termination of a contract, or similar action appropriate to my association with The Centre.  
本人明白倘若觸犯上述任何一項條款，本人有可能受到處分。這包括解僱、喪失特許權利、終止董事局任期、取消合約或切合本人與頤康中心的關係的適當處分。
- I confirm that I have read, understand and agree to the terms of the Confidentiality Agreement. 本人確認已閱讀、明白並同意此保密協議書的各項條款。