

Wellbeing services county of North Savo

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### Non-disclosure undertaking related to Supplier's remote access

As a user of the IT systems of the Wellbeing services county of North Savo, I hereby undertake to comply with the following information protection and information security policies:

- My non-disclosure obligation will apply during and after my employment, internship, performance of other duties and studies.
- I will only process and access information necessary for the performance of my duties. I will not access any information related to myself, my co-workers, relatives etc.
- I will be responsible for all use of the IT systems with my user credentials.
- I undertake to comply with the best practices regarding information protection and information security.
- I am not allowed to save any personal data or other confidential information in the workstation hard drive, discs or other storage media (CDs, DVDs, USB memory sticks, etc.) or take such media containing confidential information outside the hospital/my place of work without written permission from the person responsible for the data file.
- I am aware that e-mail is a method of communications comparable to a postcard in terms of data security, and therefore it is forbidden to transmit any confidential information (e.g. patient records) by e-mail without applying special procedures approved by the Wellbeing services county of North Savo ICT Management.
- I understand and accept that I am not allowed to install any software or change the software settings without permission from the Wellbeing services county of North Savo ICT Management.
- I understand and accept that it is not permissible to use any applications or services that are harmful, contrary to accepted principles of morality or work duties (e.g. attempts to circumvent the data security safeguards, evade the technical safeguards designed to protect legal copyrights, etc.).

Additionally, I am aware that

- The use and viewing of patient records and other IT systems containing confidential information are monitored and reported to the Wellbeing services county of North Savo.
- Wilful misuse or deliberate action in violation of the instructions and guidelines is punishable by law.
- The provisions regarding unlawful actions in handing personal data files are set out in the Penal Code and the Personal Data Act.

Data protection is a key principle in healthcare and wellbeing services. The purpose of data protection is to safeguard the subject's (patient's) privacy, benefits and legal rights.

Date \_\_\_\_ . \_\_\_\_ . 20\_\_\_\_

Place \_\_\_\_\_

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Signatory to the undertaking

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Name in print

**The signed data protection forms will be filed by the Wellbeing services county of North Savo.**

**The form must be signed before the user credentials are given.**