


Community Pharmacy Black Country			
<b>Stand-alone staff confidentiality agreement</b>			
Doc prepared by: ACrompton	Doc approved by:	Date next review due:	
Date prepared: 9 February 2026	Date approved:	Date review takes place:	

### Committee members' confidentiality agreement

1. I agree not to disclose, either during or after the termination of my membership of CPBC committee, to anyone other than in the proper course of my role within the committee any confidential information (e.g. personal data from within the organisation).
2. I understand that breach of this agreement may lead to removal from the committee without notice and may result in prosecution or an action for civil damages under data protection legislation.
3. I agree to abide by the standards set out in the confidentiality code of conduct including maintaining good password practices.
4. I have been informed and understand that my use (including personal use) of telephone (including mobile telephone), email, voicemail, internet, and other communications may be monitored by automated software or otherwise, for business reasons, by CPBC, to carry out their obligations and in order to monitor compliance with the standards set out in the staff confidentiality code of conduct.
5. I have read, understand and agree to the terms and conditions set out above. This policy sets out the procedures and management accountability and structures that have been put in place within the committee to safeguard the movement of personal data in the pharmacy.
6. **If any system administration responsibilities will apply to my work immediately or later**, I will: respect the rights of the system users, respect the integrity of the systems and related physical resources, and comply with any relevant laws or regulations. I would also then have an obligation to keep myself informed of procedures, business practices, and operational guidelines pertaining to the system activities of the organisation.

Signature (electronic* or ink):	
Name (printed):	Alison Crompton
Date:	26 February 2026

\*Note: Email or alternative remote confirmation that you have read and accept this confidentiality agreement is fine. Your employer may then file the email electronically as your confirmation.