

Declaration of Confidentiality

Name	Cpr.no.
	Position
	Institution/Regional Hospital/Department

I hereby declare that I will adhere by the rules of administrative and criminal law regarding confidentiality in respect of circumstances that I observe or become familiar with in connection with my internship/trial period/etc. at

Institution/Regional Hospital/Department
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In general

Confidentiality applies to everyone who is employed or has been employed within the public sector. This is also the case for internships/trial periods/etc. Confidentiality does not cease at the end of the contract/internship/trial period.

This means that confidentiality must also be practised with respect to colleagues who do not have anything to do with the specific case that the individual is working on.

However, there are some exceptions. These can be found in the guidelines on the following page.

Confidentiality usually applies to information that is considered confidential either by law or by an administrative decision.

Furthermore, confidentiality is deemed necessary where considerable public or private interests are involved, such as:

- Public inspections,
- public financial interest, business activity and suchlike,
- personal or internal circumstances,
- technical circumstances.

In particular, information on the private circumstances of individuals is considered confidential.

Date	Signature
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Date	Signature of institution's representative
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Guidelines on following page

Confidentiality regarding the forwarding of information to another administrative unit

Information of a personal nature

In the case of information of a purely private nature; race, religion, health, serious social or addiction problems and suchlike, such information cannot be forwarded to another administrative unit unless:

1. Permission has been granted by the involved party. As a rule, permission should be given in writing, stating which type of information it applies to, to whom the information may be given, and why the information is being given. This permission is void no later than 1 year after it has been given,
2. there are legal grounds for doing so,
3. the information is being forwarded in order to protect private or public interests that clearly take precedence over the interests that justify withholding the information (for example, forwarding the journal of an unconscious patient to another regional hospital). In other words, a very limited exception,
4. the forwarding of the information is a vital link in the processing of a case (for example, the processing of an appeal case), or so that an authority can undertake supervision or inspection.

In general, regarding the collection and distribution of information.

It is forbidden to collect confidential information that is not relevant to the execution of a specific case or task.