

# GROVE MEDICAL PRACTICE

## Employees and 3<sup>rd</sup> Parties Contractual Obligations - Annex L

### Employee training and contractual obligations.

- All employees have signed and are duly bound by the practice third party confidentiality agreement.
- In the event that an employee breaches the confidentiality agreement as well as being subject to employment law they could also be subject to criminal proceedings.
- The team are periodically trained on the practices obligations under the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR).
- The Practice Manager is responsible for ensuring all system user access levels are appropriate with an employee's role and that all these lists are maintained.
- The employee must ensure that the practice is notified of any change of address, telephone number and e-mail address.
- The employee must ensure that the practice is notified of any changes in their personal circumstances which **may** affect their right to work within the UK.

### Appendix

#### 1. Employee and 3<sup>rd</sup> Party Confidentiality Agreement

Creation Date – 25th May 2018  
Creator – Practice Manager  
Deputy – Lead GP  
Review – Two Yearly  
Last Review – 23<sup>rd</sup> September 2020