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| Form number | **57.007D** | Version | **2.0** |
| Title | **GCRF PPI Confidentiality Agreement** | | |

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** Patient and Public Involvement in Research**

**Glasgow Clinical Research Facility**

**Confidentiality Agreement**

Welcome to the Glasgow Clinical Research Facility (GCRF) Patient & Public Involvement (PPI) panel for clinical research. Prior to receiving any information, which may be confidential, identifiable and/or sensitive in nature, we ask you to read and sign to confirm that you understand the information contained in this agreement.

If you would like further clarification on any aspect of this agreement you can contact:

[enter Nurse Manager]…………………………………………………………………………………………………….

**The need for a confidentiality agreement**

It is recognised that the handling of information, which may be confidential, identifiable and/or sensitive in nature, by PPI members is necessary for the effective management and performance of the panel. Respecting confidentiality and working in-line with the Data Protection Act (1998) is an essential part of working within this panel.

During your time with this panel you will be given access to written, verbal, electronic, audio or video information that is not publicly known or available, is confidential and/or identifiable and sensitive in nature relating to trials, researchers or individuals involved in clinical research.

Examples of this include, but are not limited to:

* Access to contact details for researchers working in clinical research;
* Access to contact details for other PPI members;
* Access to research proposals or information about ideas being developed in preparation for funding applications;
* Access to clinical trial protocols submitted by pharmaceutical or academic sources to conduct clinical research in the GCRF:
* Information on proposed and actual research activity across the UK, including but not limited to NHS Greater Glasgow & Clyde, University of Glasgow, University of Strathclyde, University of West Of Scotland and Glasgow Caledonian University.

As a member of this panel you must agree not to communicate any information which is deemed confidential, identifiable or sensitive in nature obtained as a result of your participation. However, there may be occasions where panel members are specifically asked by researchers to share information within their own communities, or to seek the opinions and views of others. If such a request is made and you are unclear about whether or not the information that you have access to is confidential, please seek clarification from [enter Nurse Manager]…………………………………………………

**Should you witness a breach of confidentiality.**

All breaches must be reported as soon as they occur. If you detect, suspect, or witness, any actual or suspected incident that may be a breach of security or data protection, or any situation which may lead to a potential breach of security or data protection you must immediately report this to the GCRF Manager

Whilst members of the GCRF Patient and Public Involvement Panel have no contractual obligations to the organisation, they are required at all times to adhere to the NHS Greater Glasgow and Clyde code of conduct in respect of confidentiality. Breaches of confidentiality are classed as ‘gross misconduct’ by NHS Greater Glasgow and Clyde; and any reported actual or suspected breaches will always be investigated. Following investigation any identified breach of confidentiality will attract disciplinary action, which may lead to a member being asked to resign their position within the panel.

**By initialling the boxes and signing this agreement you understand that:**

1. You may have access to information that is not publicly known or available, personal and/or sensitive relating to individuals. You agree to keep any information relating to your participation in the GCRF Patient and Public Involvement Panel secure and confidential at all times.
2. You agree to take all reasonable precautions to ensure the confidentiality of information you receive as part of your role. This includes returning any printed protocols, summaries or applications to the lead researcher, not discussing any information where it can be overheard, and not working with the information where it can be seen by others.
3. Any information you access as part of being a member of this panel must only be used for the purpose of fulfilling your role within the GCRF Patient and Public Involvement Panel. You will not use this information for any other purpose.
4. If you detect, suspect or witness any actual or suspected incident that may be a breach of security or data protection, or any situation which may lead to a potential breach of security or data protection you must immediately report this to the GCRF Manger: Lynn Prentice.

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| **Print name:** |  |
| **Signature:** |  |
| **Date:** |  |