



**Non-disclosure undertaking related to Supplier’s remote access**

As a user of the IT systems of the Kuopio University Hospital (hereinafter KUH), I hereby undertake to comply with the following data protection and data security policies:

- My non-disclosure obligation will apply during and after my employment, internship, performance of other duties and studies.
- I will only have view or other access to information necessary for the performance of my duties, not to any information related to myself, my fellow-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 data protection and data 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 KUH ICT Management.
- I understand and accept that I am not allowed to install any software or change the software settings without permission from the KUH 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 Principal.
- 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. The purpose of data protection is to safeguard the subject’s (patient’s) privacy, benefits and legal rights. By complying with the instructions and guidelines provided, you will also ensure your own legal protection.

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

Place \_\_\_\_\_

\_\_\_\_\_  
Signatory to the undertaking

\_\_\_\_\_  
Name in print

**The signed data protection forms will be filed by the KUH. The form must be signed before the user credentials are given.**

04.16  
KYS 88241-7M