

CONFIDENTIALITY RULES

Temporary staff and external contractors

[Name of the dental practice]

Context

The dental practice processes personal and medical data protected by the Federal Act on Data Protection (FADP, SR 235.1) and by professional secrecy (Art. 321 of the Swiss Criminal Code). Anyone who has access to the practice's premises or systems, even temporarily, must comply with the following rules.

Essential rules

Absolute confidentiality. Any information seen, heard or read in the course of your work is strictly confidential. This includes patients' names, medical information visible on screens, documents on desks and any conversation within earshot. This obligation applies during and after your work, with no time limit.

No viewing, copying or photographing. Under no circumstances may you view, copy, photograph or pass on patient data or practice documents, whether on paper, on screen or in any other format.

IT access. If you are given IT access, it is strictly personal and limited to the duration and purpose of your work. You must not attempt to access files, folders, software or areas of the network that are not directly related to your assignment. At the end of your work, your access will be deactivated.

Physical security. If you work outside opening hours or without practice staff being present, make sure you do not leave doors open, do not handle any equipment other than that needed for your assignment, and report any anomaly you notice (open door, unlocked screen left on, visible document).

Personal devices. Connecting your personal devices (phone, laptop, USB stick) to the practice network is prohibited unless explicitly authorised by the head of the practice.

If an incident occurs. If you notice an unusual event (error message, abnormal behaviour of a computer, unauthorised access), inform the head of the practice immediately. Do not try to intervene yourself.

Failure to comply with these rules may, in the event of intentional disclosure of a secret, lead to criminal proceedings on complaint under Art. 321 of the Swiss Criminal Code (breach of professional secrecy: custodial sentence of up to three years or monetary penalty) or Art. 62 FADP (breach of the duty of confidentiality: fine of up to CHF 250,000).

Declaration

I, the undersigned, confirm that I have taken note of the rules above and undertake to comply with them in the course of my work within the practice.

Surname and first name: _____

Company / organisation (if applicable): _____

Purpose of the work: _____

Start date: _____

End date (planned): _____

Contractor's signature: _____

Signature of the head of the practice: _____

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For any legal question relating to the FADP, the GDPR or data protection in the medical context, consult a lawyer specialising in the field.

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