

Privacy, Confidentiality, and Security Training Completion and Agreement Brigham Young University Dietetic Internship

As a Dietetic Intern, you will have access to private, confidential, and secure information. This information may include, but not be limited to:

- Patient records
- Student information (lab results, performance evaluations, etc.)
- Employee information (salaries, disciplinary actions, etc.)
- Proprietary information (recipes, business ideas/plans, prototypes, etc.)
- Financial information including vendors and employer
- Company records (reports, memos, communications, peer reviews, contracts, etc.)

This privacy, confidentiality, security agreement requires you to agree to:

- Complete all privacy, confidentiality, and security training required by the Dietetic Internship and supervised practice sites.
- Not disclose or discuss any private, confidential, secure information with others, including family or friends.
- Not divulge, copy, release, sell, loan, alter, or destroy any information unless authorized to do so.
- Not discuss private, confidential, secure information in a setting that others can overhear the conversation (hallways, cafeteria, elevators, nursing stations).
- Only access information that you legitimately need to know.
- Report to the appropriate leadership any breach of the above, either by you or someone else.
- Not allow someone else to use your access codes/authorizations.

Signing this document acknowledges

1. You have completed all the training indicated in the Dietetic Internship Handbook and by the Dietetic Internship Director and will complete any future training required by the internship or supervised practice sites.
2. You understand the training and above information.
3. You agree to abide by the contents of this agreement and all training.

Failure to comply with the agreement may result in disciplinary action as per program policy.

Printed Name

Signature

Date