



DECLARATION OF CONFIDENTIALITY AND PERSONAL DATA PROTECTION

I, the undersigned, acknowledge that in my capacity as an employee / servant / agent of University Malaya Medical Centre (UMMC), I have access to certain confidential information including but not limited to personal data of individuals which is being processed by UMMC ("Personal Data"). Such Personal Data may be in oral, written or electronic form.

I hereby agree and undertake that :

1. I shall keep in strict confidence any and all Personal Data in accordance with UMMC privacy policies and applicable laws, particularly Personal Data Protection Act 2010 (Act 709);
2. I shall take every and all reasonable precautions to prevent unauthorized use and / or abuse of my Single Sign On (SSO) password;
3. I shall not, whether directly or indirectly, disclose or share any Personal Data with third parties not authorized to receive the same;
4. I shall not record, store, copy, transmit, transfer, disseminate or otherwise make available, alter, remove, erase and / or destroy any Personal Data;
5. When processing Personal Data, I shall take every and all practical steps to protect the personal data from any loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction;
6. I shall strictly adhere to all UMMC policies and guidelines and applicable laws particularly in respect of confidentiality and personal data protection.

By submitting this declaration, I confirm my understanding and acceptance of my duties and liabilities stated in and / or associated with this declaration. I acknowledge that a breach of the same may result in administrative, disciplinary, criminal and / or civil actions instituted against me.

.....
(Applicant's signature)

Official stamp :

Full Name _____
Identity Card / Passport Number _____
Date & time _____
Telephone Number _____
Email _____

----- For Office Use Only -----

APPROVE / NOT APPROVE

.....
Head
Patient Information Department
(Data Protection Officer)
University Malaya Medical Centre

Date & time :

Official stamp :