



CONFIDENTIALITY AGREEMENT

- 1) We have a legal and ethical duty of confidentiality to you which we regard as a central aspect of our work together. We will seek to protect your privacy at all times.
- 2) We will not disclose any information about you or our work together, except in unusual circumstances, such as disclosures required by law, and situations involving serious crime or risk of harm.
- 3) We recognise that:
 - a) There are legal limits to the confidentiality of any professional work.
 - b) Our work together cannot be assumed to be subject to the same level of confidentiality protection as medical or legal work.
- 4) Under the UK General Data Protection Regulation you have a legal right to access any of your personal data held by us. Further details of our responsibilities to you regarding your personal data can be found in our Data Protection Policy (www.respia.io/data).
- 5) Your attendance at group meetings and/or individual consultations represents full recognition and acceptance of these terms.

GROUPWORK CONFIDENTIALITY

- 6) Respia group members may choose to share and discuss private information about subjects such as individual challenges and goals, business objectives, commercial information, and financial matters.
- 7) As a group member, you agree and acknowledge that:
 - a) All information shared between members of a group during meetings will be treated as confidential.
 - b) You will not disclose any such information you receive to any third party without the express consent of the individual providing such information.
 - c) You will not use any such information in any manner that is directly or indirectly detrimental to the individual sharing such information, nor use the information for any other purpose other than the agreed work of the group.
 - d) In the event of your actual or threatened breach of this agreement, the member who shared their confidential information could suffer harm or damages. As a result, you could become subject to legal action by that member.
- 8) As part of the process of joining a group, Respia will be required to check whether the arrival of a specific new member to the group presents a conflict of interest in any way. This will require the new arrival's name and current roles to be shared with the existing members, and the names and current roles of the existing members to be shared with the prospective new group member.