

Confidentiality acknowledgment and undertaking form

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

PUBLIC HEALTH AND SOCIAL CARE CENTRE

Oral health for adults in care homes

Please sign and return to:

Guideline Coordinator: Andy Buckley

Email: [OralHealthResidential@nice.org.uk](mailto:OralHealthResidential@nice.org.uk) or

Post: NICE, Level 1A, City Tower, Piccadilly Plaza, Manchester, M1 4BD

- 1) We acknowledge that as part of the Institute’s pre-publication process, information may be disclosed to us which is confidential ('Confidential Information'), including but not limited to the full guideline document. The information in the full guideline document is confidential up to the point at which it is published by NICE on its website in accordance with the clinical guideline process.
- 2) We undertake to the Institute that we shall (and shall procure that all persons associated with us, whether as directors, employees or otherwise):
  - (a) keep all Confidential Information strictly confidential;
  - (b) not use any Confidential Information for any purpose other than internal preparation for the official guideline publication;
  - (c) restrict access to any Confidential Information to such persons as need to know such information for the purpose set out in paragraph 2(b) above;
  - (d) not disclose any Confidential Information to any third party without the prior written consent of the Institute, and in the event that such disclosure is permitted we shall procure that such third party is fully aware of and agrees to be bound by these undertakings.
- 3) The undertakings set out in paragraph 2 above (“the Undertakings”) shall not apply to the use or disclosure of information which:
  - (a) at or after the time of disclosure or acquisition is in the public domain in the form supplied, other than through a breach of any of the undertakings; or
  - (b) was lawfully within our possession prior to its disclosure to us by the Institute, provided that the source of such information was not bound by or subject to a confidentiality agreement with the Institute in respect thereof; or
  - (c) we are required to disclose by any court of competent jurisdiction or any government agency lawfully requesting the same, provided that we notify the Institute in advance of such disclosure; or
  - (d) is approved for release by prior written authorization from the Institute.

Signed: .....

Print name: .....

Date: .....

Duly authorised on behalf of (*stakeholder organisation*):

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Email address to send embargoed version of the guideline:

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**Data Protection.** The personal data submitted on this form will be used by the National Institute for Health and Care Excellence for work on its clinical guidelines and will be held on the Institute’s databases for future reference and in accordance with the Data Protection Act 1998.