

Declaration of Confidentiality

I _____

work at Østfold University College and hereby accept the duty to maintain confidentiality with regard to unauthorized persons of all information about management and administrative matters and personal information with which I come into contact in the course of my work. Among unauthorized persons are included coworkers and colleagues who do not need such confidential information in order to perform their functions, though these persons may also be subject to the same agreement of confidentiality. Confidentiality does not encompass the purely academic aspects of work.

This agreement includes both the conditions with which I become acquainted at ØUC and those with which I become acquainted with in regard to businesses and other professional instances with which ØUC cooperates.

I am acquainted with that fact that:

- It is punishable to make unauthorized use of information about management and administrative matters (penal code paragraph 294 nr. 2 and 3)
- That the breaking of confidentiality either deliberately or through negligence, or the aiding or abetting such an action, can be punished by fines or imprisonment of up to one year, or both according to LAW 2000-04-14 nr.31: Law regulating the handling of personal information (personal information law) paragraph 48.
- That the breaking of confidentiality can result in responsibility for compensation.
- That cooperating businesses and other professional instances may be informed of this agreement.
- In addition, this agreement refers to the Law of Marketing, paragraph 7 and the Law of Administration, paragraph 13.

I accept this agreement of confidentiality both during and after my time of employment.

Upon retirement or resignation, I will be required to hand back to ØUC all materials regarding management and administrative matters which I have been given. After retirement or resignation from ØUC I will retain the right to make use of common knowledge and experience of technical or business practices which I have gained during my time of employment.

This declaration is adopted in written or acceptable electronic form.

Date _____

Signature _____