

**CONFIDENTIALITY STATEMENT**

by: \_\_\_\_\_ (student name)

at the company: \_\_\_\_\_ (company name)

1. By signing this confidentiality statement, AUAS HBO-ICT commits to treat as confidential all information connected with data supplied by the company and all results arising from research that come to its knowledge within the context of the aforementioned final project and of which it is known or can reasonably be understood that these are considered by the company to be secret or confidential.
2. This duty of confidentiality further applies to employees of HBO-ICT and to all others who have access to or gain knowledge of such information by virtue of their job.
3. A digital copy of the final thesis and the video recording will be saved in a confidential location for a period of seven years for the purpose of compliance with the department's statutory accountability obligations, such as in connection with an accreditation.
4. The aforementioned does not affect a student's ability to graduate in accordance with the applicable rules and regulations.

**For AUAS HBO-ICT**

**Graduation Committee Chairperson or internship office representative, also acting on behalf of assessors:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

**For the company:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

**Student:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

**Signature of external expert is uploaded to OnStage by the internship office, if applicable.**

The completed and signed confidentiality statement is to be uploaded by the student to the students dossier in OnStage.

## Graduation confidentiality regulation

This section describes how HBO-ICT at AUAS ensures confidentiality in respect of the graduation. The student is expected to discuss these regulations with the company before commencing on the graduation, in other words during the work placement application procedure. If the company does not agree to these confidentiality regulations, this may impede the student's graduation. The section below sets out provisions for two aspects: the confidentiality of final projects and the confidentiality of video recordings.

### 1. Final projects

- The final project is always submitted in digital format. Students may also submit their project in paper format if they wish and the company agrees.
- Before commencing work on the final project, the student must discuss with the company whether the project will contain confidential information.
- If it will contain confidential information, a confidentiality statement drawn up by the company and AUAS HBO-ICT shall apply. Employees of HBO-ICT, external experts affiliated with HBO-ICT and students must observe this agreement and the agreed duty of confidentiality.

In the event that the project is confidential a copy will be saved in the digital archive, to which access will be provided solely on a confidential basis for the purpose of compliance with the department's statutory accountability obligations, such as in connection with an accreditation;

### 2. Video recordings

#### 2.1 Considerations

On the recommendation of Hobéon and others, HBO-ICT at AUAS wishes to gather evidence supplementary to the final report as proof of students' exit level. HBO-ICT has chosen to provide this evidence in the form of a video recording. During the final project meeting, HBO-ICT undertakes to make a video recording of the project presentation, the demonstration, if applicable, and the subsequent defence. The considerations are the following:

- Not all students are able to convey the full complexity and scope of their final project in their final report. Often, this only becomes clear in the presentation and particularly during the defence. Consequently, the final mark will be higher than might be expected based on the final report alone. This can also be the case with students who have limitations such as dyslexia and who have done serious work but are unable to articulate it well in writing. Conversely, it is also possible that a student hands in a very cogent and well-written report yet receives a lower final mark, because in the presentation and defence it becomes apparent that the facts do not live up to the report.
- Companies indicate that they can hire talented IT graduates for technical positions even if the candidate has only modest reporting skills. Extensive, structured reporting is becoming less important in the modern workplace, particularly in technically oriented jobs, because communication is increasingly taking the form of brief messages and is carried out through modern channels such as Skype. Our students' final projects entail much more than doing library research and writing a report on what they have found. They are budding engineers who analyse an aspect of a company and in many cases develop a concept, proof of concept or even an end product. Limiting an accreditation to student reports alone therefore offers a very one-sided view of students, which is only as authors.

The video recordings will focus on the individual students and not on the jury members, who will be audible during the defence. Video recording are always treated as confidential; what this confidentiality entails is explained later in this document.

#### 2.2 Implementation

In principle, all final project meetings will be video-recorded. Where such a recording is unintentionally omitted, for instance in the event of a technical malfunction, this will not count against the student and will not be a reason to reconvene the meeting.

### **3. Storage of confidential data**

Confidential reports and video recordings:

1. are saved for a period of seven years, which is guaranteed by the infrastructure;
2. are stored during the storage period in a secure system that can only be accessed by the administrators authorised by HBO-ICT;
3. may be used solely as supplementary evidence for the purpose of assessing a student's exit level in the context of compliance with the department's statutory accountability obligations, such as in the case of an accreditation, and will be provided exclusively to and solely at the explicit request of authorised individuals who have been appointed by a legally authorised body to assess the degree programme;
4. will not receive permission from HBO-ICT at AUAS for any use whatsoever besides that intended and described above.

### **4. Form**

The form that applies to these regulations is 'Confidentiality Statement', see the first page. The completed and signed confidentiality statement is to be uploaded by the student to the student's dossier in OnStage.