

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 internship 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.

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: _____

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

Work Placement confidentiality regulation

This section describes how HBO-ICT at AUAS ensures confidentiality in respect of the work placement. The student is expected to discuss these regulations with the company before commencing the work placement, 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 work placement.

1. Material

- The research report and portfolio is always submitted in digital format. Students may also submit their material in paper format if they wish and the company agrees.
- Before commencing work on the work placement, 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 work placement 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. Storage of confidential data

Confidential reports:

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.

3. 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 students dossier in OnStage.