

EDINBURGH NAPIER UNIVERSITY
DATA PROTECTION LEGISLATION: OATH OF CONFIDENTIALITY
STUDENT ON UNPAID WORK PLACEMENT

Full name			
Current address			
Matriculation number		School	
<p>I understand that:</p> <ul style="list-style-type: none"> • During my placement at the University, I will have access to personal information about staff and students and otherwise confidential University information • I have a duty of confidentiality with regard to all such personal and confidential information • Edinburgh Napier University has legal obligations under Data Protection Legislation to use all personal information fairly and lawfully and can be fined up to €20million for serious breaches of the Act • A breach of copyright can arise from using, adapting or otherwise appropriating University materials and documents without consent • My placement may be terminated immediately if I fail to observe my duty of confidentiality with regard to personal and/or otherwise confidential Information or breach the University's copyright • If my placement is terminated by the University, my Programme Leader/Supervisor may be informed and I may be subject to disciplinary action <p>During my placement I undertake and agree to:</p> <ul style="list-style-type: none"> • Comply with all instructions I receive from University staff on the University's Data Protection Code of Practice, associated policies and guidance and any other University policies and procedures • Only ever access and process personal information in order to carry out the tasks given to me during my placement and never use personal information for any other purpose • Keep all personal information, in both paper and electronic format, safe and secure at all times • Never disclose personal or otherwise confidential information to any other staff members or students of the University without the express authorisation of my University supervisor • Never disclose any personal or otherwise confidential information to any individual or organisation external to the University • Not use, adapt or otherwise appropriate for my or another person's use, any University materials including e.g. documents, music, artwork or videos without the University's express written consent • Abide by the obligations set out above not only during my placement but after it has ended 			
Signed		Date	
Witness (supervising staff member)			
Name & Job Title			
Placement location			
Signed			
Date			

* Where relevant/appropriate