MOD\_3

Rev/1 06/07/2018

OBLIGATION OF CONFIDENTIALITY

I, the undersigned,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ student identification number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

born in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the role of:

 ***[specify role and tasks e.g. student who is part of a university committee]***

 ***[e.g. student with a part-time job at the university for 150 hours]\****

 ***[e.g. contract worker]***

 Other, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHEREAS

to carry out the ***[role/tasks]*** specified above, I will be given access to:

***[specify: hard copies of minutes/other documents, databases, computer software e.g.: digital administrative minutes, Pentaho, Sharepoint, Archiflow ecc.]***

And WHEREAS this role involves the processing of personal data, where processing means:

any operation or set of operations, performed with or without the aid of automated processes and applied to personal data or sets of personal data, even if they are not entered into a database, such as the collection, registration, organization, structuring, storage, processing, selection, blocking, adaptation or modification, extraction, consultation, use, communication by transmission, sharing or any other way of making the data available to others, comparison or interconnection, limitation, deletion or destruction.

Data may be processed manually (e.g. by collecting hard copies of forms) or digitally, including the use of computerised or automated tools.

I AGREE TO THE FOLLOWING OBLIGATIONS:

• I will follow the instructions on the legislation of personal data received from the person in charge of the structure

• I will not communicate or share processed data with third parties

• I will not publish processed data

• I will not use processed data for any purposes, even for the university, except those necessary to carry out the role/tasks specified above

even when the data is in anonymous or aggregated form.

I am aware that the processing of the aforementioned data is limited ***[specify the duration e.g. of the contract, collaboration agreement etc.]*** and agree to the obligations herein described even after the expiry ***[e.g. of the contract, collaboration agreement].***

 Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Milan, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* SECTION RESERVED FOR STUDENTS WHO HAVE A PART-TIME JOB AT THE UNIVERSITY FOR 150 HOURS:*

I, the undersigned,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ student identification number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

born in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DECLARE

that I have been informed of the law regarding the protection of personal data according to EU regulation EU 2016/679, as per the report/memo attached to this obligation of confidentiality agreement.

 Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Milan, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_