# Reference information

Main agreement: <contract's number or name in the Contract register>

Contact person for the main agreement: <name and contact information of the university contact person>

Contact person for the project or unit: <name and contact information of the contact person for the project or unit>

Validity of the non-disclosure agreement: <period of validity of the main contract>

Filled in by the University of Helsinki contact person. The filled form and the reference information must be delivered to the unit’s Administrative Services Coordinator in PDF format*.*

# NON-DISCLOSURE AGREEMENT

**This non-disclosure agreement concerns the non-disclosure of confidential information received when performing work for the University of Helsinki or on the basis of a commission agreement or cooperation.**

As someone participating in [programmes/projects of/service provision for] the University of Helsinki (hereinafter referred to as “the Client”), I hereby agree to treat as confidential any information and materials which has been generated by myself, expressed or disclosed to me in any format, or which has otherwise become known to me or any other information marked as confidential or information which, due to its nature, should be understood as confidential regardless of whether is has been marked as such (hereinafter referred to as “Confidential Information”). Confidential Information also refers to any copies, duplicates, photographs, images, recordings and part of the information as well as any notes and summaries I may have produced from the Confidential Information.

Confidential Information includes, for instance, trade secrets of the Client, its contract partners or third parties as well as information concerning the security arrangements of people, buildings, premises and information and communications systems. Personal data and other information covered by the protection of privacy are also considered Confidential Information (personal information covered by the protection of privacy includes, among other things, salary information, e-mail messages, personal identity codes and health information). The storage or transfer method of information does not affect the non-disclosure requirement.

I agree not to express, disclose, transfer or otherwise relate to outsiders any Confidential Information of the Client or its contract partners or any Confidential Information of a third party which has become known to me in any way or form. “Outsider” here refers to persons other than those employed by the Client or its contract partners who essentially need to know the matter in question based on the tasks assigned to them or agreed to be carried out by them. Publishing, sharing and expressing Confidential Information is only allowed with the Client’s advance written consent.

I am bound by this non-disclosure and confidentiality agreement even after the end of my participation in the duties as specified in the agreement or the end of the cooperation between the parties.

I agree to return to the Client any Confidential Information which I have obtained at the request of the Client, but in any case at the end of the duties as specified in the agreement or the end of the cooperation or, if the parties do not begin cooperation, at the end of negotiations.

I have familiarised myself with the instructions and regulations concerning the non-disclosure and information security of Confidential Information and I will process Confidential Information according to the instructions (Appendix 1: Instructions for processing confidential information).

I have read and understood the above described non-disclosure and confidentiality requirements and hereby agree to follow such requirements.

\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Place Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name Last name Organisation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

# Appendix 1: Instructions for processing confidential information

These instructions describe the policies concerning the information security of the work during the programme/project/service provision and the non-disclosure of the Confidential Information.

* Anyone participating in the programme/project/service provision must sign the non-disclosure agreement before processing Confidential Information.
* Transferring the Client’s information (including personal data) to devices and systems other than those owned by the Client is absolutely forbidden.
* Back-up copying and version management must be implemented in such a way that Confidential Information is not transferred outside the Client’s system or processed in a manner not agreed.
* Confidential Information must never transferred outside the Client or its systems unless it is encrypted.
* If using USB memory devices is necessary, an encrypted memory device must be used. The same memory device may not be used for any other purposes.
* E-mail is primarily used for the transfer of information between parties during the programme/project/service provision. E-mail messages containing Confidential Information must always be sent in an encrypted form.
* Materials containing Confidential Information or the Client’s internal information during the project must be stored in such a way that only the persons participating in the programme/project/service provision who have signed the non-disclosure agreement have access to such materials.
* Information security instructions provided during the programme/project/service provision must be followed if remote connections are used.
* Special attention must be paid to the storage of user accounts and passwords related to the use of remote connections or the Client’s environments. Disclosing these to third parties is absolutely forbidden.
* The equipment used must be covered by continuous administration and information security updates.