

## CONFIDENTIALITY UNDERTAKING

As an enrolled student of \_\_\_\_\_, I may obtain or have access to information which the School has a legal obligation or commercial need to keep confidential. I undertake to preserve complete secrecy in relation to any information identified as being confidential in nature, by agreeing to the following:

1. Ownership of all academic materials distributed in hard copy and online including but not limited to Digital Learning Packets (DLP), video courseware, presentations and Learning Management System (LMS) components provided by the School in the course of my enrollment therein shall be considered as confidential information and solely for my exclusive use as a student, and thus I have the duty: (a) to take all reasonable security precautions in the safekeeping of these confidential materials and all related information; and (b) not to disclose any confidential information to any third party without the School's prior written consent.
2. Where I have been authorized by my Course adviser/teacher to use confidential information in any project, course or subject: (a) to use that information solely and exclusively for the identified authorized purpose; (b) not to make copies of confidential information without authorization; and (c) not to record, share or transmit it online or send hard copies thereof to third parties or any entity outside the School.
3. This undertaking covers all information generated by me or obtained by attending asynchronous and synchronous sessions, classes, meetings, or presentations, including personal and other details that I may have gathered from other students and employees. I further undertake to turn on my webcam during synchronous examinations.
4. I pledge to uphold the highest standards of honesty. I consider it dishonest to ask for, give or receive help in any form in all my examinations. I will abide by the rules provided for in all examinations and by the school policy on academic integrity and honesty.
5. To continue to be bound by all pertinent laws, data privacy guidelines and all School rules, guidelines, regulations and policies.
6. To comply at all times with any additional instructions given to me by my adviser/teacher in relation to the safeguarding of confidential information.

I hereby agree to comply with the above requirements:

Name & Signature: \_\_\_\_\_  
Year and Program: \_\_\_\_\_  
Student Number: \_\_\_\_\_  
Date: \_\_\_\_\_

