

# Declaration of Confidentiality

For staff members at the Norwegian University of Science and Technology (NTNU)

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

**I fully understand that**

- in my work, I may be informed of circumstances that should not be revealed to persons not concerned.

**I fully oblige to**

- maintain absolute confidentiality towards persons not concerned about circumstances made known to me due to my work at NTNU, and treat such information with duly care even as regards other employees at the university. This particularly applies to knowledge about NTNU's internal affairs as well as those of NTNU's clients and partners. The confidentiality requirements do not include strictly academic work experience.

- exercise the utmost care regarding NTNU's correspondence, contracts, agreements, etc. in such a way that this information is not made known to persons not concerned.

**I fully understand that**

- a serious breach of confidentiality is an offence and may also result in a dismissal with or without notice.

- the confidentiality requirements, including the aforementioned limitations, also apply after I have left NTNU.

Please refer to the Public Administration Act, sections 13-13f and the General Civil Penal Code, section 121.

\_\_\_\_\_  
Place and date

\_\_\_\_\_  
Signature



For a brief overview of applicable regulations, please refer to: Managing personal information at NTNU (Behandling av personopplysninger ved NTNU) – about the right of access (om innsynsrett); Duty of disclosure (informasjons-/opplysningsplikt); Confidentiality and protection of information (taushetsplikt og informasjonssikkerhet). See the guidelines for managing of personal information (in Norwegian only): [Retningslinje for behandling av personvernopplysninger](#).

**Act relating to procedure in cases concerning the public administration** (Public Administration Act) of 10 February 1967 includes the following provisions in sections 13-13f regarding confidentiality. The main provision in section 13 states that:  
*”It is the duty of any person rendering services to, or working for, an administrative agency, to prevent others from gaining access to, or obtaining knowledge of, any matter disclosed to him in the course of his duties concerning:*

- 1. an individual's personal affairs, or*
- 2. technical devices and procedures, as well as operational or business matters which for competition reasons it is important to keep secret in the interests of the person whom the information concerns.*

*The duty of secrecy shall continue to apply after the person concerned has terminated his service or work. Nor may he exploit such information as is mentioned in this section in his own business activities or in service or work for others.”*

In the event of an offence under the aforementioned acts and provisions, the **General Civil Penal Code** of 22 May 1902, section 121, may be applied:

*“Any person who wilfully or through gross negligence violates a duty of secrecy which in accordance with any statutory provision or valid directive is a consequence of his service or work for any state or municipal body shall be liable to fines or imprisonment for a term not exceeding six months.*

*If he commits such breach of duty for the purpose of acquiring for himself or another person an unlawful gain or if for such a purpose he in any other way uses information that is subject to a duty of secrecy, he shall be liable to imprisonment for a term not exceeding three years. This provision also applies to any breach of the duty of secrecy committed after the person concerned has concluded his service or work.”*

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