**CONFIDENTIALITY DECLARATION**

**Concerning the access of Personal Identifiable Information**

**For a research project**

by

the [laboratory/institution name] represented by [Prof. first/last name]

(hereinafter referred to as the "EPFL-Unit")

The [Federal Act on Data protection](https://www.admin.ch/opc/en/classified-compilation/19920153/index.html)[[1]](#footnote-1) (FADP) requires strict confidentiality to be respected at all times regarding Personal Data.

CEDE-EPFL recorded the following teaching and learning personal data:

a) Dataset 1 description
b) Dataset 2 descriptionc) **…**

(hereinafter referred to as the "Data").

Considering that the EPFL-Unit is likely to be interested in the Data for the purpose of the research project mentioned below, CEDE-EPFL discloses the necessary information to the EPFL-Unit, according to all legal obligations, in order to enable the EPFL-Unit to conduct the following research project (referred to as the ”Project”):

Project description here.

**EPFL-Unit declares hereby being duly notified about its legal obligations in treating the Data:**

To maintain strict confidentiality at all times regarding Personal Identifiable Information contained in the Data. This means information which directly or indirectly reveals or makes it possible to reveal the identity of an individual. For this purpose, no results regarding groups of less than 5 individuals can be published.

Not to make use of the said Personal Identifiable Information for other purposes than the use foreseen in the research project.

To request access to the Personally Identifiable Information in the Data only when it is necessary, i.e. no other alternative is available and appropriate.

Not to export, copy, nor cache the Personal Identifiable Information beyond what is reasonably needed for the execution of the Project;

To store any exported, copied, and/or cached versions of the Personal Identifiable Information on EPFL premises in a secure storage media following security best practices;

To permanently delete all exported, copied, and cached versions of the Personal Identifiable Information as soon as they are no longer needed, and finally, upon completion of the Project. Time of deletion of the Data is agreed to be no later than: *##/##/###*;

Not to communicate data outside the circle of persons belonging to the EPFL-Unit who are subject to official secrecy and who need to access this Personal Identifiable Information, and not to communicate data with a person of the unit located abroad;

To inform properly the circle of persons defined in point 7 about the present obligations;

Not develop or use software that stores the Personal Identifiable Information internally;

To store and protect the Personal Identifiable Information with a level of security no lower than that of EPFL’s IS Academia data providers.

To immediately inform CEDE-EPFL in case of Personal Identifiable Information breach;

To give access to any person whose Personal Identifiable Information are treated and inform them about use and purpose of their Data treatment.

Hereby produced in two identical original copies and signed for and on behalf of:

**EPFL-Unit**

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(Place and date) (Position, Surname, Name) (Signed)

1. https://www.admin.ch/opc/en/classified-compilation/19920153/index.html [↑](#footnote-ref-1)