

EMPLOYEES AT BUSINESS ACADEMY AARHUS

STUDENTS AT BUSINESS ACADEMY AARHUS

INTERNSHIP COMPANIES AND OTHER BUSINESS ACADEMY AARHUS PARTNERS

24 June 2022

MEMO ON NON-DISCLOSURE AGREEMENT FOR EMPLOYEES OF BUSINESS ACADEMY AARHUS

Staff at Business Academy Aarhus are covered by the Public Administration Act's non-disclosure agreement. The rules are stipulated in Chapter 8 of the Danish Public Administration Act (cf. in particular § 27(1) items 1 and 2 thereof)

Maintaining the non-disclosure agreement means that one may not pass on any information about any individual's personal affairs, including financial standing, or any information of major financial bearing on the person or company in question.

This means that project reports, internship reports, etc, that are prepared by the students can only be used by employees of Business Academy Aarhus in connection with supervision and evaluation of the students, as well as the resulting administrative procedures.

The non-disclosure agreement also applies to co-examiners who participate in any tests/examinations/assessments, since the co-examiners' work is also covered by the Public Administration Act regarding non-disclosure agreements, cf Ministerial Order on Examinations 458 §24 (3) of 19/04/2022, or the appropriate valid Ministerial Order for Examinations in higher educational business programmes.

The non-disclosure agreement means that criminal proceedings can be instituted if Business Academy Aarhus' employees or co-examiners disclose information that they have received by virtue of their position. The penalty for unauthorised disclosure is decided in the criminal code § 152 and §§ 152 c -152 f. The penalty is a fine or imprisonment for up to 6 months.

Based on this, Business Academy Aarhus' employees or co-examiners don't need to sign any additional documents or non-disclosure agreements in connection with the assessment of a student's project assignment. The non-disclosure agreement ensures that the project's content may not be disclosed without consent.

Projects marked 'CONFIDENTIAL' may not be published or disclosed without the student's and the company's consent.

Projects marked 'CONFIDENTIAL' may not be stored in our library without the student's and the company's consent.

If a project is marked 'CONFIDENTIAL', the examiner must ensure that the exam in question is not open to anyone else.

Yours sincerely
Business Academy Aarhus