



27 August 2021

Confidentiality Undertaking

Reference: Act on the Openness of Government Activities (621/1999), sections 23, 24, 35

Name of project/programme/competitive bidding:

Case number:

When in service (as an employee/consultant/service provider) of the Opetushallitus / Finnish National Agency for Education (hereinafter "EDUFI") or otherwise collaborating with the EDUFI, I undertake to keep secret all secret, classified and non-public information on the operation of the EDUFI, its customers or stakeholders of which I become aware. I also undertake to process the information referred to above as instructed by the EDUFI, and also otherwise with such care that it cannot come into the possession of outsiders or become known by them.

I will process information processed in association with collaboration with the EDUFI only with the personnel of the EDUFI and the personnel of my organisation appointed for the collaboration, and only within the extent required by my job. I will not disclose the information to other staff members of the company or entity, family members, friends or other outsiders. In this context, 'outsiders' also refers to people who work at the EDUFI or in its partners, who do not need to know the information in their assigned or agreed duties.

The storage method of the information will not affect its secrecy. Secret, classified and non-public information may, for example, be heard or stored on paper, electronically, or in an image or drawing. Some examples of secret information are business and trade secrets of the EDUFI and its customers or partners, information associated with information systems, security arrangements, and premises as well as information specific to the right to privacy of a private person. In addition, the operational knowledge of the EDUFI or its partners is usually considered secret.

Copying, photographing or taking away from the premises of the information referred to above or making notes of secret or non-public matters is prohibited without separate permission. At the end of an assignment, I will hand over all documents and data media and any copies thereof that I have been given or that I have prepared due to my duties which contain secret, classified or non-public information on the EDUFI, its customers or partners, unless otherwise agreed.

I will ensure that the EDUFI's security arrangements will not be jeopardised or become known to outsiders due to my actions. Moving about and staying in the premises of the EDUFI or EDUFI's service provider is only allowed to the extent required by my tasks. If I am given an access pass, I will keep it available. If I am given a visitor's card, I will keep it visible as instructed by the EDUFI or EDUFI's service provider.

The punishment for breaching a confidentiality obligation and the prohibition of utilisation is imposed pursuant to chapter 40, section 5 of the Finnish Penal Code, unless the act is punishable under chapter 38, section 1 or 2 of the Finnish Penal Code or unless a harsher punishment for the act is provided in another Act.

This secrecy obligation shall remain in force even after the end of an assignment or if I resign from the service of the company or entity. I accept that a security clearance might be performed on me. I have read and understood the confidentiality and secrecy obligations described above and required from me and I undertake to follow them.

Signatures

Taneli Kivimäki 31. aug. 2021

Place and date

Signature

Denis Gubavov

Name in block letters

Enjitsu Estonia AS

The company or entity I represent