

**KEA EMPLOYEES  
KEA STUDENTS  
KEA STUDENTS' INTERNSHIP COMPANIES**



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REF: PETJ

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## **MEMORANDUM ON THE OBLIGATION BY KEA EMPLOYEES TO MAINTAIN SECRECY**

KEA's employees are subject to the obligation to maintain secrecy as laid down in Chapter 8 of the Danish Public Administration Act (cf. in particular Section 27(1) items 1 and 2 thereof).

Being subject to maintain secrecy means that you cannot 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 implies that any project or internship report, etc, prepared by a student may only be used by KEA's employees in connection with the guidance or evaluation of that student and the consequent administrative procedures.

This obligation to maintain secrecy also applies to any external examiner taking part in a test, an exam or an assessment as the activities of external examiners are also subject to the obligation to maintain secrecy as laid down by the Danish Public Administration Act by the Danish Ministerial Order on Examinations in Professionally Oriented Higher Education Programmes.

This obligation to maintain secrecy has the effect that KEA's employees and external examiners are subject to penalty if they pass on information received in respect of their position. The penalty for unjustified disclosure of information is fixed in Section 152 and Sections 152 c – 152 f of the Danish Criminal Code. The maximum and minimum penalties are financial penalty or imprisonment of until six months.

It is consequently not necessary for KEA's employees or external examiners to sign any testimonial or statement of confidentiality in connection with the assessment or evaluation of a student's project. The obligation to maintain secrecy ensures that the content of the projects cannot be disclosed without consent.

Projects stamped "CONFIDENTIAL" (or "FORTROLIGT" in Danish) cannot be published or disclosed without the consent of the student and the company.

Projects stamped "CONFIDENTIAL" (or "FORTROLIGT" in Danish) shall not be entered in the project library without the consent of the student and the company.

Where a project is stamped "CONFIDENTIAL" (or "FORTROLIGT" in Danish) the examiner will ensure that no audience is allowed at the examination.



Kind regards  
Copenhagen School of Design and Technology