



**WORK REPORT CONFIDENTIALITY AGREEMENT**

**FORM 1**

BUILDING A TALENT TRUST

**EMPLOYER REQUEST:**

Date: \_\_\_\_\_

The employer considers the information in the following work report to be sensitive or proprietary and requests that the University of Waterloo treat the report as **CONFIDENTIAL**.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

The employer requests that the report be evaluated, in confidence, by only one faculty member. The work report will be returned to the student once it has been marked.

Signed (student's supervisor): \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**REPORT & STUDENT DATA:**

Work Report Title: \_\_\_\_\_

\_\_\_\_\_ Report Dated: \_\_\_\_\_

Prepared by: \_\_\_\_\_ UW ID # \_\_\_\_\_  
(student's name)

**UNIVERSITY CONFIDENTIALITY AGREEMENT:**

The Mechanical & Mechatronics Engineering Department and the faculty member responsible for grading the report agree to maintain the confidentiality of the above-named report for a period of not less than three years from the date of grading. No copies of the report will be made. The report will be read only by the faculty member named below. A suitable faculty member will be chosen solely on the basis of the report title. The report will be kept in a locked office until returned to the student.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Prof. William Owen  
Associate Chair, Undergraduate Studies  
MME Department  
University of Waterloo  
Waterloo, Ontario N2L 3G1

Name (print): \_\_\_\_\_  
Professor  
MME Department  
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