WORK REPORT CONFIDENTIALITY AGREEMENT FORM 1

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:_____________________________________________________________________
_____________________________________________________________________________
________________________________________________ Date on report: _______________________

Prepared by (student’s name): ___________________________________________ UW ID #: ____________

UNIVERSITY CONFIDENTIALITY AGREEMENT:

The Mechanical & Mechatronics Engineering Department and the delegate 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 delegate named below. A suitable delegate 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: _________________________________
Name (please print): ____________________________________________________________________

MME Department Delegate
Department of Mechanical and Mechatronics Engineering
University of Waterloo, E5 3001
200 University Avenue W, Waterloo, N2L 3G1