**Ministry for Foreign Affairs of Finland**

Development Evaluation Unit (EVA-11)

Evaluation Manual

**Template: Non-Disclosure Agreement and Conflict of Interest Statement**

**Title of the Evaluation:**

I understand that, while processing or carrying out work related to evaluation services of the Ministry for Foreign Affairs (MFA), I may gain access to various kinds of confidential information. I acknowledge that having access to such information does not automatically entitle me to read or process the information, and that instead a specific reason, such as a reason communicated by the proprietor of the data, is always required.

I hereby agree, when working for MFA as an evaluation consultant, or otherwise performing services or assignments for MFA Evaluation Unit, or after the end of my contract, not to disclose to third parties any confidential contents of documents or information systems, or any other information that is subject to non-disclosure or confidentiality obligations laid down by law or decree.

Furthermore, I agree not to misuse any non-public or confidential information that I may gain access to on account of my position, and not to leave such information accessible to third parties or otherwise easily available.

I understand that confidential information includes, for example, business and trade secrets, personal details, and information relating to information systems and security. Personal details also include logs relating to individuals’ roles and electronic correspondence, as well as the contents of such electronic correspondence (including email). In this context, third parties also include any employees of MFA or its partners who do not need confidential information to perform the tasks assigned to them or agreed with them.

I agree, at the end of my employment or contract, to return all documents and media containing information that has been given to me or that I have created in the course of my services, or to which I have gained access by other means and that relates to MFA or its customers or partners and is subject to non-disclosure or confidentiality obligations, as well as all copies of the same, to MFA, unless otherwise agreed. I also agree to destroy any copies of such information that I may have stored in information systems that I have access to, unless otherwise agreed with MFA. I understand that these non-disclosure and confidentiality obligations survive the termination of my contract.

I also understand that the evaluation must be impartial and trustworthy. Therefore I declare that I have not been involved in planning or implementation of the evaluated programmes and processes, or have not any other vested interests in relation with the organizations involved that can compromise the impartiality of the evaluation.

I have read and understood my non-disclosure and confidentiality obligations as well as the conflict of interest requirements as laid down herein.

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Date Signature

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