Written Confirmation of Confidentiality after Retirement

National University Corporation Okayama University

Mr./Ms. 〇〇〇〇, President

Upon retiring from Okayama University (hereinafter the “University”) on mm/dd/yyyy (due to mandatory retirement, personal reasons, etc.), I have confirmed the following particulars regarding liabilities after retirement and damages as prescribed in Article 26 and Article 70 of the Okayama University Work Regulations for Employees.

　　　　　　　　　　　mm/dd/yyyy

Affiliation

Position

Name (signature)

(Confidentiality Obligation after Retirement)

Article 1

1. I will not disclose or leak to a third party or use for myself or a third party, in any manner, any information required by the University to be kept confidential or other similar information held by the University (hereinafter “Confidential Information”) as listed below without approval of the University:
2. Useful information held by the University that is not publicly known and is kept secret by the University (intellectual property, etc.)
3. Confidential Information relating to the corporate management of the University
4. Confidential Information relating to the financial, personnel, organizational affairs, etc. of the University
5. Personal information relating to the employees, students, patients, etc. of the University
6. Any other Confidential Information designated by the University to be kept confidential

2. I will not take from the University any Confidential Information or document relating to Confidential Information (including originals as well as copies; hereafter the same applies), nor will I personally possess any such document.

3. Notwithstanding the preceding paragraph, if I find that I have any Confidential Information or document relating to Confidential Information after retirement, I will immediately notify the University and will return such document to the University.

4. I hereby confirm that even if I am involved in the formation or creation of any Confidential Information, the ownership of such Confidential Information belongs to the University, and I will not assert my ownership thereof. As far as intellectual property is concerned, I will abide by the Handling Regulations Concerning Employee Inventions, Etc. of the University.

(Obligation of Responding to Inquiries after Retirement)

Article 2

I will faithfully respond to inquiries from the University relating to the operations I was engaged in during my employment period.

(Damages)

Article 3

I hereby confirm that if I disclose, leak or use Confidential Information in violation of this Written Confirmation, I will bear legal responsibility, including civil and criminal responsibilities, and I will compensate the University for any and all damages incurred by the University at that time (including without limitation attorney fees and expenses for responding to related persons).

Note: The Written Confirmation must be prepared in your own handwriting in an A4-size document with double-sided printing. (Printing of matters other than your name by word processor, etc. is acceptable.) Please do not include this “note” in a printed copy of the Written Confirmation for your signature.