# Registration for Diploma Examinationand Confidentiality Agreement

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| **Exam Year:** |  |
| **Name:** |  |
| **Address:** |  |
| **Email address:** |  |
| **Mobile number:** |  |

**Declaration**:

I, the undersigned, declare that:

1. I wish to take ECLAM Diploma examinations in the year:

2. I have the necessary approval from the Credentials Committee.

3. I accept that the decision of ECLAM is final.

4. Should I wish to appeal an adverse decision of the College, the process in the Bylaws (Art V) will be followed.

5. I consent to processing my personal data:

A. ECLAM collects my name, email, address, and telephone number in order to contact me regarding the examinations. ECLAM also collects information from its bank regarding my payment of fees.

B. ECLAM does not share this information with anyone for purposes other than examination administration (i.e., to provide a list of examinee names to security personnel at the exam site). Examination papers and electronic files will only be identified by my ID number. Exam graders cannot associate my exam with my name.

C. ECLAM retains this information for 10 years, as required by EBVS. Financial information is retained for 10 years as required by UK law.

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| **Signature:** |  |
| **Date:** |  |

## ECLAM CONFIDENTIALITY AGREEMENT

(Examinees)

Please sign, scan and return in electronic form to the ECLAM Secretariat (secretariat.eclam@gmail.com) when registering for the examination. This form can also be agreed on the ECLAM website (<https://eclam.eu/home/forms/forms-confidentiality-agreement/>) and is equally binding.

All examinees registering to take the ECLAM Diploma examinations are required to review and sign this Confidentiality Agreement. The ECLAM Secretariat will maintain this signed agreement on file.

All ECLAM information, except that which is fully in the public domain, should be treated as strictly confidential.

Confidential information is defined as information owned or possessed by ECLAM, which ECLAM has used or will use in the conduct of its business, and which is not generally known in the community in which ECLAM carries out its activities.

Confidential information includes without limitations: personal or professional information on Diplomates, scientific or technical information received in confidence from Diplomates, and all business and financial information unless fully in the public domain. Internal ECLAM communications and meetings are confidential information. **All examination material, whether in the ECLAM question database or already used in past ECLAM Diploma examinations, is confidential.**

\* \* \* \* \* \* \* \* \*

**I agree that I shall neither divulge any confidential information belonging to ECLAM, nor use any such confidential information for my personal profit or gain, or for any other unauthorised purpose, without the express written consent of ECLAM.**

**I agree that I shall not discuss, disclose, reproduce, copy, transmit, distribute or retain any confidential information belonging to ECLAM.**

**Furthermore, I agree to safeguard confidential information belonging to ECLAM while it is in my possession.**

**I understand and accept that these obligations with respect to confidential information will remain in full force and effect for an unlimited period.**

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| **Signature:** |  |
| **Date:** |  |