



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

## Confidentiality undertaking for observers

I, (title)..... (Name)..... (Surname).....

In view of the following definitions:

**“EMA Activities”** encompass any meeting (including meeting preparation and follow-up, associated discussion or any other related activity) of the European Medicines Agency (EMA)'s Management Board, scientific committees, working parties and other groups (e.g., scientific advisory groups, ad hoc expert groups) as well as other bodies (i.e. Emergency Task Force, Medicines Shortages Steering Group and Medical Devices Shortages Steering Group); work as an expert on assessments; work as an expert on guidance development.

**“Document”** means any content whatever its medium (written on paper or stored in electronic form or as a sound, visual or audiovisual recording) held by the European Medicines Agency.

**“Information”** means any aggregation of data, which has a value and a meaning for the European Medicines Agency, and that is received, processed or published, for example, any news, written or oral communication, data in a file or the code in a program.

**“Confidential Information”** means all information of which I acquire knowledge, either directly or indirectly, as a result of my participation in EMA Activities, and that is not available to the public and whose unauthorised disclosure could seriously harm interests of the European Medicines Agency and/or of the natural or legal person who provided that information.

**“Confidential Document”** means any document that contains Confidential Information, and to which I have access, either directly or indirectly, as a result of my participation in EMA Activities. Any records or notes made by me relating to Confidential Information shall be treated as a Confidential Document. A Confidential Document might not necessarily contain a confidential marking.

I understand that I may be invited to participate either directly or indirectly in certain EMA activities and hereby I declare that:

- I am aware of and commit to observe the obligation not to disclose information of the kind covered by the obligation of professional secrecy, even after my duties have ceased, pursuant to Article 76 of Regulation (EC) No 726/2004, and similar provisions of professional secrecy laid down in relevant sectoral legislation.
- I must treat all Confidential Information and Confidential Documents that I acquire in the context of EMA Activities in which I participate, under conditions of strict confidentiality as long as the information or document has not been made public/is not in the public domain.

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**Address for visits and deliveries** Refer to [www.ema.europa.eu/how-to-find-us](http://www.ema.europa.eu/how-to-find-us)

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- I shall not disclose, or authorise any other person to disclose, in any way to any third party<sup>1</sup> any Confidential Information or Confidential Document.
- I shall not use, or authorise any other person to use, any Confidential Information or Confidential Document other than for the purposes for which it was made available to me in connection exclusively with EMA activities.
- I shall not retain the information for longer than needed for the completion of the EMA Activities, and I must dispose it securely as soon as I have no further use for it, e.g., by returning it to the EMA, or by destroying it using appropriate means that ensure that neither the Confidential Information contained in documents or the Confidential Document itself could be retrieved and/or reused by anyone.
- When expressing views, I shall indicate clearly whether the views are my own when acting in my own capacity or those of the EMA, Management Board, scientific committee, working party and other groups (e.g., scientific advisory groups, ad hoc expert groups) as well as other bodies (i.e. Emergency Task Force, Medicines Shortages Steering Group and Medical Devices Shortages Steering Group) when acting on behalf of that group.
- I am aware that the duty of professional secrecy, even after my duties in connection with EMA activities have ceased, shall not apply to any document or information that I can reasonably prove was known to me before the start of my participation in EMA activities or which becomes public knowledge other than as a result of a breach of any of the above obligations on my part.
- I am aware that, should I breach the obligation of professional secrecy, the EMA may adopt appropriate measures, e.g., initiate a breach of trust procedure as per the applicable rules, and may inform the European Anti-Fraud Office (OLAF) in case of a suspected fraud.
- I shall process any personal data in compliance with Regulation (EU) 2016/679 and Regulation (EU) 2018/1725.

This declaration does not discharge me from my obligation to declare any potential conflicting interest(s) at the start of any EMA activity in which I participate.

I agree to abide by the above confidentiality undertaking.

Date and signature: .....

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<sup>1</sup> Third party does not include employees of the National Competent Authorities who either have employment contracts that provide confidentiality obligations or are encompassed by confidentiality obligations under national legislation on professional secrecy.