

Service des Stages**Sophie BEVY**

Tél. 04.72.18.65.60

<http://www.ec-lyon.fr>**REQUEST FOR CONFIDENTIALITY**

Student's first name :

Report title :

Company :

Company tutor :

ECL academic tutor :

Following a request for report confidentiality, it should be noted that :

The confidentiality agreement (3 originals) shall be signed by the student, the head of studies and the company.

One of the originals shall be sent to the company, one given to the student and one stored by the internships department. A copy shall be sent to the ECL academic tutor for information.

The internship report shall be forwarded to the ECL academic tutor for reading and validation. After reading the report, the academic tutor shall abide by the confidentiality agreement regarding the information he has been made aware of.

The ECL academic tutor agrees to return the confidential report to the internships department as soon as possible.

Once returned, the document shall be stored in a locked cabinet. It shall be held until the 3rd-year jury meeting.

Unless otherwise specified in writing by the company, the report shall be destroyed after the 3rd-year jury meeting.

Done at :

On :

The company