Confidentiality Agreement

This agreement is between:

[lead researchers' names and affiliations]

and

[transcriptionist/research staff name and affiliation]

for

[research project title and REB file #]

Summary of job description/service provision:

[describe work expectations here]

I agree to:

1. keep all the research information shared with me confidential. I will not discuss or share the research information with anyone other than with the *Researcher(s)* or others identified by the *Researcher(s)*.

2. keep all research information secure while it is in my possession.

3. return all research information to the *Researcher(s)* when I have completed the research tasks or upon request, whichever is earlier.

4. destroy all research information regarding this research project that is not returnable to the *Researcher(s)* after consulting with the *Researcher(s).*

5. comply with the instructions of the *Researcher(s)* about requirements to physically and/or electronically secure records (including password protection, file/folder encryption, and/or use of secure electronic transfer of records through file sharing, use of virtual private networks, etc.).

6. not allow any personally identifiable information to which I have access to be accessible from outside Canada (unless specifically instructed otherwise in writing by the *Researcher(s)*).

7. other (specify):

Transcriptionist/Research staff:

(Print Name) (Signature) (Date)

I agree to:

1. Provide detailed direction and instruction on my expectations for maintaining the confidentiality of research information so that *[transcriptionist/research staff]* can comply with the above terms.

2. Provide oversight and support to *[transcriptionist/research staff]* in ensuring confidentiality is maintained in accordance with the Tri Council Policy Statement *Ethical Conduct for Research Involving Humans* and consistent with the Dalhousie University Policy on the *Ethical Conduct of Research Involving Humans*.

Researcher(s):

(Print Name) (Signature) (Date)