# CONFIDENTIALITY AGREEMENT

[for individuals providing specific services (e.g. transcriber, interpreter, translator videographer, audio recorder) for research projects involving human subjects]

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “**Project**”)

Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will provide [insert nature of services, e.g. transcription, translation] services (the “**Services**”) in connection with Project led by the above-named Principal Investigator. I understand that in the course of providing the Services I will have access to Project information/data which must be kept confidential, including but not limited to personal, and at times sensitive, study data revealed by or relating to human subjects, including anonymous, anonymized, de-identified, or identified data. I also understand that any information disclosed to me about the Project, or any human subject’s role in the Project is also considered Project information/data that must be kept confidential.

I agree to:

* hold and maintain in strictest confidence all Project information/data that is shared with or is received by me;
* not discuss or share in any form or format any Project information/data with anyone other than individuals approved in writing by the Principal Investigator;
* not work with the Project information/data in a physical area/location that may compromise the security of the Project information/data;
* keep all Project information/data in any form or format in my possession secure from access by third parties by both physical security measures (e.g. Project information/data in tangible form kept in a safe and secure location under lock and key) and electronic information security measures (e.g. Project information/data in electronic form stored on a password protected, encrypted computer);
* not make copies of any Project information/data in any form or format unless specifically requested to do so by the Principal Investigator;
* securely and permanently delete or destroy or return to the Principal Investigator, as directed by the Principal Investigator, all Project information/data (including any back-up records, copies), in any form or format (e.g. disks, tapes, portable storage media, transcripts), once I have completed the Services;
* notify the Principal Investigator immediately if any unexpected or adverse events occur in my performance of the Services that constitute a breach of this confidentiality agreement such as any unauthorized access to Project information/data or any loss or theft of any Project information/data; and,
* not discuss the Project information/data with others during or after the Project is complete, or during or after I have finished the Services

I am aware that any disclosure of Project information/data in violation of this agreement will constitute a serious breach of ethical standards and may result in the disclosure of identifiable information about human subjects that is harmful, and I pledge not to do so.

**SIGNED AS AN AGREEMENT:**

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRINCIPAL INVESTIGATOR ACKNOWLEDGMENT:**

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_