Confidentiality Agreement

[lead researchers’ names and affiliations]

[transcriptionist/research staff name and affiliation]

[research project title and REB file #]

Job description/service provision: [data transcription, data analysis …]

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)).

Transcriptionist/Research staff:

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Print Name Signature Date