

Confidentiality Agreement

As a research assistant/transcriber, you will be in possession of personal, and at times sensitive, information about individuals, possibly including their identities, locations, as well as their study data. You are expected to keep all information confidential, and understand and abide by the ethics policy as described in the Tri-council Policy Statement (<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>).

- I understand that participant information will not be discussed or shared in any form or format with anyone other than the research team, except as necessary in performing my duties as a research assistant/transcriber. When required to discuss participant information with individuals outside of the project team, I will do so in a discreet and professional manner.
- I will ensure that when not working on the data it will be kept in a secure location. I will not work with the data in an area that may compromise participants' confidentiality or anonymity. When transferring data in hard copy or electronic form, I will also ensure their security.
- All participant data, in any form or format, is to be deleted, destroyed or returned to the research team once I have completed the research tasks. Participant data is not to be copied unless specifically requested by the research team. Data are the property of _____.
- I agree to notify the research team immediately if any unexpected or adverse events occur in the conduct of the research, data analysis, or other review that can have a possible negative impact for the participants.
- This non-disclosure agreement is permanent. I will not discuss participant information with others even after the project is complete or when I have finished working with the research team.

I have read and understood the Confidentiality Agreement, understand what constitutes confidential materials, and I agree to maintain the confidentiality of the research materials. I accept the terms and conditions for my involvement in the project.

Name (print):	
Date:	
Signature:	