

Template  
**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:*

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(Print Name)

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(Signature)

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(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):*

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(Print Name)

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(Signature)

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(Date)