

Confidentiality Agreement for Transcription Services

Research Study Title: _____

As a transcriber of this project, I understand that I will be listening to audio/video recordings of private and confidential interviews. The information relayed in these audio/video recordings has been willingly revealed by participants, who requested strict confidentiality. I understand that I have an important responsibility of honoring this non-disclosure agreement.

I agree not to discuss or share any information found in the audio/video recordings with any third parties except the research team providing the audio/video recordings. Violating this agreement or any of the terms set below will be considered breach of contract and can lead to legal action being taken against me. I am confirming that I will strictly adhere to the agreement in full.

I, _____ transcriptionist, agree to maintain full confidentiality of all research data received from the research team related to this research study.

1. I will hold in strictest confidence the identity of any individual that may be revealed during the transcription of interviews or in any associated documents.
2. I will hold in strictest confidence the contents of the recordings and any associated documents.
3. I will not make copies of any audio-recordings, video-recordings, or other research data, unless specifically requested to do so by the researcher.
4. I will not discuss the research data with any third parties without the researcher team's consent.
5. I will not provide the research data to any third parties without the researcher team's consent.
6. I will transcribe the audio/video recordings in private, and I will store all study-related data in a safe, secure location as long as they are in my possession. All video and audio recordings will be stored in an encrypted format.
7. All data provided or created for purposes of this agreement, including any back-up records, will be returned to the research team and/or permanently deleted. When I have received confirmation that the transcription work I performed has been satisfactorily completed, any of the research data that remains with me will be returned to the research team or destroyed, pursuant to the instructions of the research team.

Transcriber's name (printed) _____

Transcriber's signature _____ Date _____