**TRANSCRIPTION CONFIDENTIALITY AGREEMENT**

Research Study Title: XX

Protecting the confidentiality of the research participants is essential and you are therefore asked to sign the following confidentiality agreement.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to maintain full confidentiality in regard to any and all verbal information and audio recordings received from the research team for the above project. Furthermore, I agree:

1. To hold in strictest confidence the identity of any individual and the content of any discussion that may be revealed during transcription

2. To not make copies of any audio files, video recordings or other research data, unless specifically approved to do so by the researcher.

3. To store all audio files and materials in a password protected computer or safe, secure location whilst they are in my possession.

4. To return all materials to the researcher once confirmation has been received that the transcription work I performed has been satisfactorily completed.

5. To delete or destroy any research data that remains with me which may include electronic files containing study-related documents or audio files from my computer hard drive and any back-up devices on completion of transcription.

6. I am aware that I can be held legally responsible for any breach of this confidentiality agreement, and for any harm incurred by individuals if I disclose identifiable information contained in the audio files and/or files to which I will have access.

Transcriber’s Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transcriber’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_