This template may be adapted for use with individuals hired to conduct specific research tasks in a study using human participant data, e.g., recording or editing image or sound data, transcribing, interpreting, translating, entering data, destroying data. Note: This document is intended to be used as a template and must be updated to be specific to your research study.Instructional text is presented inblue emphasis font. Please delete any instructional text and any information that is not applicable to your research study prior to REB submission.

# Confidentiality Agreement

This agreement is between:

Insert lead researchers' names and affiliations

and

Insert transcriptionist/research staff name and affiliation

for

Insert research project title and REB file #

Summary of job description/service provision:

Insert description of work expectations

I agree to:

* 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)*.
* keep all research information in any form or format secure while it is in my possession.
* 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.).
* return all research information to the *Researcher(s)* when I have completed the research tasks or upon request, whichever is earlier.
* destroy all research information regarding this research project that is not returnable to the *Researcher(s)* after consulting with the *Researcher(s).*
* other (specify):

*Transcriptionist/Research staff:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

(Print Name) (Signature) (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 - TCPS 2 (2022)](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html)*,* Wilfrid Laurier University policies, and consistent with the approved research ethics protocol.

*Researcher(s):*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

(Print Name) (Signature) (Date)