# Confidentiality Agreement

This form may be used for individuals hired to conduct specific research tasks, e.g., recording or editing image or sound data, transcribing, interpreting, translating, entering data, destroying data.

Project title -

I, [**insert name, the insert specific job description, e.g., interpreter/translator]**, have been hired to **[insert details]**.

I agree to -

1. Keep all the research information shared with me confidential by not discussing or sharing the research information in any form or format (e.g., disks, files, transcripts) with anyone other than the **[name of researcher(s)]**.
2. Keep all research information in any form or format (e.g., disks, files, transcripts) in a secure network system at such standard as would be reasonably expected for the storage of valuable, proprietary, sensitive, and confidential data.
3. Refrain from tracing or identifying any participants in the research.
4. Return all research information in any form or format (e.g., disks, files, transcripts) to the **[name of researcher(s)]** when I have completed the research tasks.
5. After consulting with the **[name of researcher(s)]***,* destroy securely all research information in any form or format regarding this research project that is not returnable to the **[name of researcher(s)]** (e.g., information stored on computer hard drive).
6. Other (specify).

Name and signature:

Date:

Researcher name and signature:

Date: