

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. not use artificial intelligence tools in the course of my work unless agreed by the *Researcher(s)* in writing.
8. 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. I will explain my expectations with respect to the use of artificial intelligence in the conduct of the services to be provided, ensuring that artificial intelligence is only used when its use has been approved by the research ethics board.

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*, consistent with the *Dalhousie University Policy on the Ethical Conduct of Research Involving Humans* and my approved research ethics board submission.

*Researcher(s):*

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(Print Name)

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(Signature)

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(Date)