**Sample Confidentiality Agreement for Transcription Services**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (transcriber) agree to maintain full confidentiality in regards to any and all materials (audio and videorecordings, documentation, or other information regardless of medium) from [Researcher’s Name] related to [Title of Research Project]. I agree not to disclose the confidential information obtained from the discloser to anyone unless required to do so by law. Specifically, I agree:

1. To hold in strictest confidence any information received and the identification of any individual that may be inadvertently revealed in performing requested services.
2. To not make copies of any of the materials and transcriptions unless specifically requested to do so by [Researcher];
3. To store all materials and transcriptions in a safe, secure location as long as they are in my possession;
4. To return all materials and transcriptions in a complete and timely manner to [Researcher] upon request [or once all transcriptions are finished]; and
5. To delete all electronic files containing materials or transcriptions from any electronic device on which such files are stored.

I am aware that I can be held legally liable for any breach of this confidentiality agreement, any for any harm incurred by individuals if I disclose identifiable information contained in the materials to which I will have access.

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

Transcriber’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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