

**Confidentiality Agreement – Sample template
XXXXX XXXX XXXXX Project**

1. Confidential Information

The 'XXXXX XXXX XXXXX' Research Project hereby confirms that it will disclose certain of its confidential and proprietary information to their interview transcriptionist, _____.

Confidential information shall include all data, materials, products, technology, computer programs, specifications, manuals, software and other information disclosed or submitted, orally, in writing, or by any other media, to _____ by _____ .

2. Obligations of Transcriptionist

A. _____ hereby agrees that the confidential XXXXX XXXX XXXXX' research study and is to be used solely for the purposes of said study. Said confidential information should only be disclosed to employees of said research study with a specific need to know.

_____ hereby agrees not to disclose, publish or otherwise reveal any of the Confidential Information received from _____, research assistants or other participants of the project to any other party whatsoever except with the specific prior written authorization of _____.

B. Materials containing confidential information must be stored in a safe location so as to avoid third persons unrelated to the project to access said materials. Confidential Information shall not be duplicated by _____ except for the purposes of this Agreement.

3. Completion of the Work

Upon the completion of the work and at the request of _____, _____ shall return all confidential information received in written or tangible form, including copies, or reproductions or other media containing such confidential information, within ten (10) days of such request.

At _____ option any copies of confidential documents or other media developed by _____ and remaining in his possession after the completion of his work need to be destroyed so as to protect the confidentiality of said information. _____ shall provide a written certificate to Owner regarding destruction within ten (10) days thereafter.

With his/her signature, _____ shall hereby adhere to the terms of this agreement.

Signature and Date