



Confidentiality Agreement

In my capacity as Research Assistant I recognize that at times I will have access to sensitive and private information relating to _____'s research and other matters. I agree that all such information is, and will always remain, the property of _____, and that any work undertaken for _____ is, and will always remain the property of _____.

Further, I agree, therefore, that I shall not:

- a) communicate, disclose or make available any such information to any third party;
- b) copy any such information, in any format, except at the direction of _____ and for his/her purposes;
- c) directly or indirectly use, or permit others to use, any such information other than for purposes directed by _____.

The obligations of confidentiality and non-use apply to, but are not limited to, the following:

- a) any documents, electronic files or notes relating to any of _____'s research projects;
- b) interview recordings (audio and video) and transcripts;
- c) _____'s writings, notes, work in progress;

I shall take all measures necessary to secure the confidentiality of any such material by:

- a) maintaining password protection on computers and individual files
- b) not transmitting any such information by any means outside of STU (e.g. personal email, non-authorized storage);
- c) maintaining reasonable measures of security for safekeeping any such documentation (e.g. not leaving materials unattended; not allowing others access to such)
- d) returning upon request all documents and other materials in my possession to _____.

AGREED;

[Name]

Date