

Confidentiality Agreement for use with ScHARR Transcription Services

Research Study Title: XXXXXXXX

1. I, _____ transcriptionist, agree to maintain full confidentiality of all research data received from the research team related to this research study.
2. I will hold in strictest confidence the identity of any individual that may be revealed during the transcription of interviews or in any associated documents.
3. I will not make copies of any audio-recordings, video-recordings, or other research data, unless specifically requested to do so by the researcher.
4. I will not provide the research data to any third parties without the client's consent.
5. I will store all study-related data, including video and audio recordings and transcriptions in a safe, secure location in a restricted access folder on the university network (x drive) (preferred¹)/using encrypted storage devices (delete as appropriate)as long as they are in my possession.
6. All data provided or created for purposes of this agreement, including any back-up records, will be returned to the research team or permanently deleted. When I have received confirmation that the transcription work I performed has been satisfactorily completed, any of the research data that remains with me will be returned to the research team or destroyed, pursuant to the instructions of the research team.
7. I understand that University of Sheffield has the right to take legal action against any breach of confidentiality that occurs in my handling of the research data.
8. I will cease transcription if I recognise the research participant's voice or if I suspect you may be connected to them in some capacity E.g: you have the same doctor, are involved in the same charity, children attend the same school

Transcriber's name (printed) _____

Transcriber's signature _____

Date _____

¹ The university recommends that all confidential data be stored securely on the university network. Transcribers must ensure VPN access when working remotely in accordance with good practice. Information on how to set this up is here <https://www.sheffield.ac.uk/cics/vpn/index>.