# *Appendix F: Confidentiality Agreement Exemplars*

##### Instructions for use:

1. This section is provided to assist you in the effective use of these exemplars.
2. Comprehensive information about AUT’s ethics approval processes may be found online at http://www.aut.ac.nz/researchethics and especially section 2.2 Respect for Rights of Privacy and Confidentiality of *Applying for Ethics Approval: Guidelines and Procedures.* It will also assist you if you read the information in the Glossary on the distinction between Anonymity and Confidentiality\*\*. If your research requires ethics approval by a Regional or National Ethics Health and Disability Ethics Committee, please ensure that your Confidentiality Agreements conform to the guidelines given in the Guidelines for the Completion of a National Application Form (<http://www.hrc.govt.nz/assets/pdfs/publications/NAFG.pdf>).
3. Whenever someone other than the researcher is working with data in which participants are able to be identified, then an appropriate Confidentiality Agreement will usually be required.
4. This format is AUTEC’s preferred format. You may use a different format, in which case you need to provide a reason in the application and you need to know that the following content is compulsory and must be incorporated into your Confidentiality Agreement:
   1. The AUT logo;
   2. The confidentiality statements;
   3. The AUTEC approval details (Note that the date of approval is the date of the memo from the Executive Secretary giving final ethics approval, not the date of the AUTEC meeting).
5. Do rewrite sections to better reflect your research and the contents of your Information Sheet.
6. Do delete sections that are not applicable to your research.
7. Do adjust the header and footer sections.
8. This is a Confidentiality Agreement for people assisting you in your research, which will be used under the auspices of the University – please use language appropriate to the potential assistants involved, be friendly and encourage the reader to assist in your research, and ***ensure that your grammar and spelling are of a high quality.***
9. When you have drafted your Confidentiality Agreement, and **before** you submit it with your application, delete this instruction section and any instructions (usually in coloured font) in the exemplars.

\*\**You have understood the difference between anonymity and confidentiality, haven’t you?*

Before submitting this with your application, please note the following:

* Incomplete or incorrectly formatted applications will not be considered by AUTEC;
* Please check online for the most recent version of this exemplar before submitting your application;

This Confidentiality Agreement needs to be submitted, along with the application and all associated documents as follows:

* In printed form;
* With the required signatures in sections A.8 and A.9;
* Single sided;
* Using clips rather than staples;
* By 4 pm on the agenda closing date at:

The AUTEC Secretariat

Room WU406, WU Building

46 Wakefield Street, City Campus.

* The Internal Mail Code is D-88. If sending applications by Internal Mail, please ensure that they are posted at least two days earlier to allow for any delay that may occur.

# Confidentiality Agreement

*For someone transcribing data, e.g. audio-tapes of interviews.*

*Project title: xxx*

*Project Supervisor:* ***xxx***

*Researcher:* ***xxx***

⭘ I understand that all the material I will be asked to transcribe is confidential.

⭘ I understand that the contents of the tapes or recordings can only be discussed with the researchers.

⭘ I will not keep any copies of the transcripts nor allow third parties access to them.

Transcriber’s signature: .....................................................…………………………………………………………

Transcriber’s name: .....................................................…………………………………………………………

Transcriber’s Contact Details (if appropriate):

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Date:

Project Supervisor’s Contact Details (if appropriate):

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***Approved by the Auckland University of Technology Ethics Committee on type the date on which the final approval was granted AUTEC Reference number type the AUTEC reference number***

*Note: The Transcriber should retain a copy of this form.*

# Confidentiality Agreement

*For someone typing data, e.g. notes of interviews.*

*Project title: xxx*

*Project Supervisor:* ***xxx***

*Researcher:* ***xxx***

⭘ I understand that all the material I will be asked to type is confidential.

⭘ I understand that the contents of the notes or recordings can only be discussed with the researchers.

⭘ I will not keep any copies of the transcripts nor allow third parties access to them.

Typist’s signature: .....................................................…………………………………………………………

Typist’s name: .....................................................…………………………………………………………

Typist’s Contact Details (if appropriate):

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Date:

Project Supervisor’s Contact Details (if appropriate):

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***Approved by the Auckland University of Technology Ethics Committee on type the date on which the final approval was granted AUTEC Reference number type the AUTEC reference number***

*Note: The Typist should retain a copy of this form.*

# Confidentiality Agreement

*For an interpreter.*

*Project title: xxx*

*Project Supervisor:* ***xxx***

*Researcher:* ***xxx***

⭘ I understand that the interviews meetings or material I will be asked to translate is confidential.

⭘ I understand that the content of the interviews meetings or material can only be discussed with the researchers.

⭘ I will not keep any copies of the translations nor allow third parties access to them.

Translator’s signature: .....................................................…………………………………………………………

Translator’s name: .....................................................…………………………………………………………

Translator’s Contact Details (if appropriate):

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Date:

Project Supervisor’s Contact Details (if appropriate):

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***Approved by the Auckland University of Technology Ethics Committee on type the date on which the final approval was granted AUTEC Reference number type the AUTEC reference number***

*Note: The Translator should retain a copy of this form.*

# Confidentiality Agreement

*For an intermediary or research assistant.*

*Project title: xxx*

*Project Supervisor:* ***xxx***

*Researcher:* ***xxx***

⭘ I understand that all the material I will be asked to record is confidential.

⭘ I understand that the contents of the Consent Forms, tapes, or interview notes can only be discussed with the researchers.

⭘ I will not keep any copies of the information nor allow third parties access to them.

Intermediary’s signature: .....................................................………………………………………………

Intermediary’s name: .....................................................…………………………………………………………

Intermediary’s Contact Details (if appropriate):

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Date:

Project Supervisor’s Contact Details (if appropriate):

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***Approved by the Auckland University of Technology Ethics Committee on type the date on which the final approval was granted AUTEC Reference number type the AUTEC reference number***

*Note: The Intermediary should retain a copy of this form.*