

**General Statement of Confidentiality  
Research Assistants and Transcribers**

**Name of Research Assistant/Transcriber:**

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**Title(s) of Research Study:**

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(Please print)

**An important part of conducting research is having respect for privacy and confidentiality.** In signing below, you are agreeing to respect the participant's right to privacy and that of the people and organizations that may be included in the information collected. Such information may include interviews, questionnaires, diaries, audiotapes, and videotapes. You are asked to respect people's right to confidentiality by not discussing the information collected in public, with friends or family members. The study and its participants are to be discussed only during research meetings with the Principal Investigators, Co-Investigators, Program Manager, and/or others identified by the Investigators.

**In signing below, you are indicating that you understand the following:**

- I understand the importance of providing anonymity (if relevant) and confidentiality to research participants.
- I understand that the research information may contain references to individuals or organizations in the community, other than the participant. I understand that this information is to be kept confidential.
- I understand that the information collected is not to be discussed or communicated outside of research meetings with the Principal Investigators, Co-Investigators or others specifically identified by the Investigators.
- When transcribing audio or videotapes (where applicable), I will be the only one to hear the tapes and I will store these tapes and transcripts in a secure location at all times.
- I understand that the data files (electronic and hard copy) are to be secured at all times (e.g., not left unattended) and returned to the Principal Investigator when the transcription process is complete.
- (Mandatory for graduate students and strongly suggested for others) As further evidence of my commitment to respecting the rights of research participants, I have attached a copy of my completion certificate for the TCPS2 CORE tutorial (<http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>).

**In signing my name below, I agree to the above statements and promise to guarantee the anonymity (if relevant) and confidentiality of the research participants**

Signature of Research Assistant/Transcriber: \_\_\_\_\_

Date: \_\_\_\_\_