

Template – Transcriber Non-Disclosure Agreement

Project Title:	
Principal Investigator:	
Researcher:	
Department:	
Institution:	
Purpose of research:	
Transcriber:	
Transcriber's organisation:	

As a transcriber of this research, I, _____, understand that I will be hearing recordings of confidential interviews. The information on these recordings has been revealed by interviewees who agreed to participate in this research on the condition that their interviews would remain strictly confidential. I understand that I have a responsibility to honour this non-disclosure agreement.

I, _____, agree not to share any information on these recordings with anyone except the Researcher of this project. Any violation of this and the terms detailed below would constitute a serious breach of ethical standards and I confirm that I will adhere to the agreement in full.

I, _____, agree to:

1. Keep all the research information shared with me confidential by not discussing or sharing the content of the interviews in any form or format (e.g. WAV files, VOB files, CDs, transcripts, physical copy, etc.) with anyone other than the Researcher.
2. Take reasonable technical and non-technical measures to keep all research information in any form or format (e.g. WAV files, VOB files, CDs, transcripts, physical copy, etc.) secure while it is in my possession.
3. Take reasonable technical and non-technical measures to maintain the security of any storage device (e.g. laptop and desktop PC, Mac, USB stick, etc.) that host the said research information.
4. Not keep the research information in any third party cloud storage service, unless the files are in

encrypted format and this is agreed by the researcher.

5. Return all research information in any form or format (e.g. WAV files, VOB files, CDs, transcripts, physical copy, etc.) to the Researcher, in a secure method, when I have completed the transcription tasks.
6. After consulting with the Researcher, securely erase or destroy all research information in any form or format regarding this research project that is not returnable to the researcher (e.g. information stored on my computer hard drive).
7. Inform LSE if we are aware of, or suspect there might be, a data breach while the data are within our own, or our subcontractor's storage systems. (This is particularly an obligation under the upcoming General Data Protection Regulation.)

Transcriber:

_____	_____	_____
(Print name)	(Signature)	(Date)

Researcher:

_____	_____	_____
(Print name)	(Signature)	(Date)