**Translator Confidentiality Agreement**

Title of Research Study:

Local Principle Researcher:

Researcher Supervisor:

Confidentiality is defined as the state of keeping or being kept private.

As a translator, I understand that I may have access to confidential information about study sites and participants. By signing this statement, I am indicating my understanding of my responsibilities to maintain confidentiality and agree to the following:

\* I understand that names and any other identifying information about study sites and participants are completely confidential.

\* I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any information obtained in the course of this research project that could identify the persons who participated in the study.

\* I understand that I am not to read information about study sites or participants, or any other confidential documents, nor ask questions of study participants for my own personal information but only to the extent and for the purpose of performing my assigned duties on this research project.

\* I agree to notify the local principal researcher immediately should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.

Once the data are acquired from the Principal Researcher, the following data protocol will be used:

\* The data will be stored in an area that is physically safe from access by unauthorized persons;

\* Processing of the data will occur in such a way that unauthorized persons cannot access or retrieve the original data via computer, remote terminal, or any other means;

\* The data will not be disclosed to unauthorized persons;

\* The data will be retained for the period of time required for the project (\_\_ months); thereafter electronic data will be permanently deleted and the manual data will be disposed of by shredding, burning, or a certified or witnessed method of destruction.

\* I will NOT use the data for any personal projects including thesis, journal articles, emails to unauthorized individuals, or any other published or unpublished write-ups.

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Signature Date Printed name

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Signature of local principal researcher Date Printed name