 [Insert Department]

STAFF CONFIDENTIALITY AGREEMENT

[Insert Title of Study]

*This form may be used for individuals hired to help conduct the research project.*

*Text that does not apply to your research should be deleted or modified as appropriate. Be sure to delete all instructive text, which is in red, italicized font throughout the document, before submitting to the IRB for review. Sections highlighted in dark grey are fillable text fields you are expected to complete.*

**Primary Investigator:** [Name of PI and Adviser]

**Research Staff Member:** [Name of Research Staff Member]

This research project may ask sensitive and confidential information from research participants. Truthful information is critical to the accuracy of research results and procedures.

As a result, the nature of the information collected/handled by staff working for the project requires a commitment of confidentiality to protect research participants' rights to privacy. Frequently a commitment of confidentiality is a prerequisite to facilitate participation by respondents in research projects. Therefore, we have made, and will continue to offer, a commitment of confidentiality to respondents and research sponsors. Because unauthorized breaches of that confidentiality would violate assurances we have given that are essential to obtaining truthful and accurate information, thereby impinging on our ability to produce accurate and reliable products, unauthorized disclosure of research information would result in a greater harm than benefit to the public interest. As a result, this project requests that each employee read and sign the following confidentiality agreement as a condition of employment.

I HEREBY AGREE NOT TO RELEASE THE FOLLOWING PRIVILEDGED INFORMATION TO ANYONE NOT ASSOCIATED WITH THE PROJECT WITHOUT PROPER AUTHORIZATION FROM THE PRIMARY INVESTIGATOR:

1. Information leading to the identification of study participants;
2. Questionnaire forms, questions, and materials;
3. Individual participant responses and research results;
4. Unpublished tabulations of research results.

I FURTHER AGREE:

1. To refrain from discussing material relating to individual respondents with persons other than project staff;
2. To see that information is released only to authorized personnel.

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

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(Print name)

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(Signature)