

**Confidentiality Agreement for the Transcription of Qualitative Data**

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| **Title of Study:** |  |
| **Study Principal Investigator:** |  |
| **Ethical Approval Reference:** |  |

In accordance with the University Research Ethics Panel (REP) mandate, the identities of all participants in the above-named study must be protected in full accordance with the conditions of ethical approval granted, and all data handled in full compliance with the UK’s [GDPR](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/). Therefore, any personal information or any of the data generated or secured through transcription must not be disclosed to any third party, unless the permissibility such disclosure has been explicitly approved by the REP.

**Details of Transcriber**

Name (block capitals):

Address:

By signing this document, I agreeing:

* Not to pass on, divulge or discuss the contents of the audio material provided for transcription to any third parties, unless the permissibility such disclosure has been explicitly approved by the REP;
* To ensure that material provided for transcription is held securely, in full compliance with the conditions of ethical approval granted by the REP, in full compliance with the UK’s [GDPR](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/);
* To return transcribed material to the research team when completed, by the agreed deadline and in the secure manner approved by the REP;
* To securely destroy any audio/video and other and electronic files provided, and relevant to the above study, immediately after transcripts have been provided to the research team;
* To assist the University where a research participant has invoked one of their rights under data protection legislation;
* To report any loss, unscheduled deletion, or unauthorised disclosure of the audio material to any third parties, to the University immediately;
* To act only on the written instructions of the named Principal Investigator, or a representative of the REP;
* To, upon reasonable request, allow the researcher, or a representative of the REP, to inspect the location and devices where the raw data are stored to ensure compliance with this agreement;
* To inform the University’s Data Protection Officer, via gdpr@cumbria.ac.uk, if you believe you have been asked to do something with the audio/video materials which contravenes applicable data protection legislation;
* To not employ any other person to carry out the work, in part or in full, on your behalf.

**Signature**:

**Date**: