***TS Research Assistant – Transcription Confidentiality Agreement***During the course of working with you, I may have access to personal and/or medical information concerning individuals, and this may include matters of a sensitive and/or personal nature. I may also have access to commercial or technical information.

I, Tanya Squires, agree that all information, whether communicated orally, via audio files, in written form or otherwise, will be treated as **strictly confidential**. I will not share the information with any third party, or use the information for any purpose other than producing transcripts.

I will retain the audio file and transcripts until the invoice has been paid. This will allow me to check the transcripts against the audio, in case any queries or issues arise. On receipt of payment, electronic copies of the audio file(s) and transcript(s) will be destroyed.

Date: 23/03/2018

Signed: *Tanya Squires*