Confidentiality Agreement Template  
*(Research Assistant)*

I, \_\_NAME OF RESEARCH ASSISTANT\_\_\_, Research Assistant (RA), for NAME OF PI’s research project entitled “PROJECT TITLE”, agree to:

1. Hold in the strictest confidence, the identification of any individual who has or will participate in this research project.
2. Hold in the strictest confidence, data revealed or accessed for this research project.
3. To follow the approved ethics protocols for recruitment of participants, and collection and storage of data, as outlined and approved for this research project.
4. Keep all research information, regardless of form or format, secure while it is in my possession.
5. Return all research information, regardless of form or format, to the Principal Investigator at the conclusion of my tasks.
6. After consulting with the Principal Investigator, erase or destroy all information, regardless of form or format, regarding this research project that is not returnable to the Principal Investigator.

**Confidential Information** means all information revealed, received, and/or accessed during the course of this research project.

**Non Disclosure:** Except as the Principal Investigator may otherwise consent in writing, the Research Assistant shall not disclose information revealed, received, and/or accessed during the course of this research project to any third-parties.

**Ownership**: The Research Assistant acknowledges that ownership and/or guardianship of all information revealed, received, and/or accessed during the course of this research project is the responsibility of the Principal Investigator (or designate as per OCAP or Research Agreement). The PI, or the PI’s designate, has sole authority to determine what, if any, information is released to third parties and under what circumstances.

**Duty to Maintain Confidentiality** extends beyond the conclusion of this Research Assistant position and this project.

**Liability**: A breach of confidentiality requires immediate reporting to the Principal Investigator. An Unanticipated Issues and Event Form must be filled out and submitted, typically by the Principal Investigator, to the Brandon University Research Ethics Committee (BUREC) for further investigation. A confirmed breach of confidentiality will result in the termination of the research assistant’s contract and other disciplinary actions may be applied.

***Research Assistant:***

(print name) (signature) Date

***Principal Investigator:***

(print name) (signature) Date