

**Confidentiality Agreement for Transcription/Translation Services
Ethics Review Committee for Social Sciences and Humanities,
Faculty of Arts, University of Colombo**

Title of the Research Project:.....

I, Transcriptionist/ Translator, agree to maintain full confidentiality with regard to any and all audiotapes and documentation received fromrelated to her / his research/ project .

I agree to the following:

1. To protect the identification of any individual that may be unintentionally/accidentally revealed during the transcription / translation of audio-taped interviews, or in any associated documents.
2. To not make copies of any of the transcribed/translated interview texts, unless specifically requested to do so by
3. To store all study related materials in a safe, secure location as long as they are in my possession.
4. To return all study-related documents/materials towhen the assigned work is completed.
5. To delete/ dispose of all hard copies/soft copies of study-related documents.

I am aware that I can be held legally liable for any breach of this confidentiality agreement, and for any harm incurred by individuals if I disclose identifiable information contained in the study materials to which I will have access.

Transcriptionist's/ Translator's Name (printed)

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Transcriptionist's/ Translator's Signature

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Date :.....