

CONFIDENTIALITY AGREEMENT

Digitising, Interviewing and Transcription Services

'Remembering the Mental Hospital'

I, _____, volunteer in digitising, interviewing and transcription, agree to maintain full confidentiality in regards to any information, audiotapes, and documentation related to Dr Nicole Baur's project on 'Remembering the Mental Hospital'. Furthermore, I agree:

1. To hold in strictest confidence the identification of any individual that may be revealed while working on the project;
2. To not make copies of any letters, audiotapes or computerised files of the transcribed interview texts, unless specifically requested to do so by Dr Nicole Baur;
3. To store all project-related audiotapes and materials in a safe, secure location as long as they are in my possession;
4. To return all computer files, audiotapes and project-related documents to Dr Nicole Baur in a complete and timely manner.
5. To delete all electronic files containing project-related documents from my computer hard drive and any backup devices.

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 audiotapes, documents, and/or files to which I will have access.

Volunteer's name (printed) _____

Volunteer's signature _____

Project member's name _____

Project member's signature _____

Date _____