**Confidentiality agreement for the transcription of qualitative data**

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| **Name of study:** | **Older People’s experiences of psychological therapy**  |
| **Client name:**  |  |

In accordance with standard research ethics, all participants in the above-named study shall be anonymised. Therefore, any personal information or any of the data generated or secured through transcription will not be disclosed to any third party.

By signing this document, both PGPR and the client agree:

* not to pass on, divulge or discuss the contents of the audio material provided for transcription to any third parties
* to ensure that material provided for transcription is transferred and held securely and can only be accessed via password on the transcriber’s computer during transcription
* to return transcribed material to the research team when completed by the agreed deadline and do so in password protected files
* to destroy any audio and electronic files held by PGPR which are relevant to the above study immediately after transcripts have been provided to the client, or to return said audio files
* to report any loss, unscheduled deletion, or unauthorised disclosure of the audio material to any third parties to the client immediately
* only act on the written instructions of the client
* to not employ any other person outside of PGPR to carry out the work on our behalf

**Client’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Client’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Transcriber’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Transcriber’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**