

## APPENDIX 10.3

### Recommended Confidentiality Agreement for non-AETS & AETS staff.

**Name of Research Assistant/Associate Researcher:** (please print)

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**Please read the following:**

**An important part of conducting research is having respect for privacy and confidentiality:** Respect for human dignity also implies the principles of respect for privacy and confidentiality. In many cultures, privacy and confidentiality are considered fundamental to human dignity. Thus, standards of privacy and confidentiality protect the access, control and dissemination of personal information. In doing so, such standards help to protect mental or psychological integrity. They are thus consonant with values underlying privacy, confidentiality and anonymity respected. [From TCPS1, 1998; TSPC2 2018.]

The participants in the research study in which you will be assisting have been guaranteed confidentiality. You are required to respect this by agreeing not to discuss the contents of the online post-workshop survey or any associated data in public, with friends or family members. The study and any of its contents are only to be discussed with the Principal Researcher during research meetings. During all conversations only pseudonyms will be used.

**In signing below, you are indicating that you understand the following:**

- I understand the importance of providing anonymity and confidentiality to research participants.
- I understand that while I may not know the name of the participant, the content of the post-workshop survey responses may contain references to other individuals or organisations in the community. I understand that this information is to be kept confidential.
- I understand that the post-workshop survey responses are not to be discussed outside of research meetings with the Principal Investigator.
- I understand that data files (electronic and hard copy) are to be secured at all times (e.g., not left unattended).

**In signing my name below, I agree to the above statements and promise to ensure the participants in this study anonymity and confidentiality.**

Signature of the Research Assistant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of the Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_