

Confidentiality Agreements

A confidentiality agreement is an agreement that binds one or more parties to non-disclosure of confidential information. A confidentiality agreement should contain any and all information pertaining to such an agreement and is likely to vary depending on the nature of the research, the information subject to non-disclosure, the involvement of the person in the research and the timeline of the research.

Confidentiality agreements may be used for a variety of reasons. They are not a requirement of the Acadia Research Ethics Board but may be requested by a faculty representative if a person, not directly involved in the research, may have access to participant data (e.g., someone contributing expertise, an unknown research assistant etc.).

Items included in a confidentiality agreement may include:

- The name(s) of who is involved with the research (i.e., the person requesting confidentiality and the person agreement to maintain confidentiality).
- The pieces of information that are subject to the non-disclosure.
- The duration of the confidentiality agreement.
- Any obligations (specific or general) of the person subject to the non-disclosure, including instances in which disclosure is required (e.g., by law).
- Any other information pertinent to the confidentiality agreement.