

Privacy Protection Agreement for Transcribers

Because of concerns about protecting participant privacy and fostering an atmosphere of respect for participants, it is important for all persons who transcribe focus group audiotapes to accept the following requirements related to the handling and use of the tapes and transcripts:

- Do not discuss the identity of participants or what was said by individual participants with others who were not observers or moderators and, as such, did not sign a privacy protection agreement for this project.
- Keep the tapes and transcripts secure while in your possession to eliminate any third-party access to the tapes and transcripts.
- Do not play the audiotapes to any third party.
- Do not distribute or make copies of tapes or transcripts unless requested to do so by Mel Miller, Project Director at ICF Macro, (240) 747-4750.
- Protect the identity of all participants, and do not transcribe participants' last names.
- Return all project information to Mel Miller, Project Director at ICF Macro, when completed.
- Do not use knowledge gained from audiotapes for personal or professional gain.

Your signature below indicates that you understand and accept these conditions.

Transcriber Name: _____

Transcriber Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____