

## Attachment N

### Transcriber Data Security Agreement

# Preventing Child Maltreatment Through Policy Change Transcriber Data Security Agreement

Research Project: Preventing Child Maltreatment Through Policy Change

ICF Project No.: 123030-0-000-00

Because of concerns about protecting research participant security and fostering an atmosphere of respect for research participants, it is important for all persons who transcribe interview audiotape(s) to accept the following related to the handling use of the tape(s) and transcripts:

- In respect of participants' responses security, transcribers should not discuss the identity of research participants or what was said by individual participants with others who were not observers and researchers and as such, did not sign a security form for this research.
- Transcribers will keep the tape(s)/audio file(s) and transcript(s) secure while in their possession to eliminate any third party access to the tape(s) and transcript(s).
- Transcriber will not play the audiotape(s)/audio file(s) to any third party.
- Transcriber will not distribute or make copies of tape(s)/audio file(s) or transcript(s) unless requested to do so by the research project director.
- Transcriber will protect the identity of all participants, and will not transcribe participants' first or last names.
- Transcriber will return all research information to the researcher when completed.
- Transcriber will delete all audio files or destroy all tapes when instructed by the Project Director.
- Transcriber will not use knowledge gained from audiotapes for personal or professional gain.

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

Transcriber Signature: \_\_\_\_\_

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

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**Witness**

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Witness Signature: \_\_\_\_\_

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