

Formative Research to Develop HIV Social Marketing Campaigns for Healthcare Providers

Attachment 10: Recruitment Firm Privacy Agreement

Privacy Agreement
Recruitment Staff Agreement of Privacy

Ensuring the privacy of all reports, records and files containing client names and/or identifying information is critically important to the *Centers for Disease Control and Prevention (CDC)* and *(insert contractor)*.

I, _____, agree to provide recruitment services for the benefit of *(insert contractor)* in conjunction with the *(insert contractor)* project, *[NAME OF PROJECT]*.

Further, I, _____,

_____ hereby accept all duties and responsibilities of performing specified recruitment tasks and will do so personally in accordance with the training and guidelines set out by *(insert contractor)*.

_____ will not engage the services of another person for the purpose of performing any recruitment or other field tasks for me without prior written approval from *(insert contractor)*;

_____ promise to perform only the recruitment tasks specified by *(insert contractor)* and will not conduct any auxiliary recruitment without the approval of *(insert contractor)*;

_____ agree to treat as private and proprietary to *(insert contractor)* any and all project materials, and documentation provided or accessed while employed on this project;

_____ am aware that the information collected on the forms are very important, and therefore agree that all work completed on the project will be of high quality and performed in compliance with project specifications;

_____ agree to treat as private all information secured during recruitment or obtained in any project-related way during the period while contracted by *(insert contractor)*;

_____ agree to keep all client-related project documents and records, as well as any identifying information, closed and locked in accordance with the principles set forth by *(insert contractor)*;

_____ agree to act professionally in a manner that will obtain the respect and confidence of all individuals participating in this project from whom information will be collected and not betray their confidence by divulging information obtained to anyone other than authorized representatives of *(insert contractor)*;

_____ agree to never discuss sensitive office issues or records outside of the office setting, nor confirm or deny any specific person's participation in the project;

_____ agree to report any known or suspected breaches of privacy to *(insert contractor)*; and

_____ understand that my obligations to maintain the confidence and privacy of the project and participants' personal information under this agreement will survive the termination of any assignment and my affiliation with (*insert contractor*).

Signature

Date