**CONFIDENTIALITY AGREEMENT**

**XYZ REGISTRY WEEK 2016**

**DATA ENTRY VOLUNTEERS**

NOTE: This form MUST be signed by all Data Entry volunteers BEFORE commencing data entry.

**It is imperative that all information gathered through this survey remains confidential, for the integrity of the project and the safety and dignity of the persons surveyed.**

I hereby agree to keep all details of the Registry Week Surveys confidential. I will not discuss the content of the surveys with any persons unless it is necessary to seek advice from fellow volunteers whilst entering data.

Once each survey is finalised, I will not discuss or divulge any information with any other persons.

I will not disclose or share any information relating to access to the data systems, including my log in details, used to record and/or store information with unauthorised persons.

I will maintain the security of surveys in my possession to ensure there is no unauthorised access to their contents.

I will report any questions, concerns, issues or suspicious activities relating to the data systems to a representative from the Mercy Foundation.

I hereby agree to the above statement.

Signed:...........................................................................................................

Print Name:....................................................................................................

Date:..............................................................................................................