

DAATS

DIGITAL & AUDIO TRANSCRIPTION SERVICES

CONFIDENTIALITY AGREEMENT

Rationale for this agreement

DAATS Pty Ltd provides typing services to third party clients for efficient and accurate transcription and has developed goodwill in business through its relationships with its third party clients. DAATS Pty Ltd provide transcripts frequently of recordings based on in-depth interviews on topics of a sensitive and personal nature. We value the candour of our clients and their informants, and reciprocate with a firm undertaking to protect their confidentiality and anonymity.

DAATS Pty Ltd utilises experienced contract typists who are bound by the same privacy policy stated here, as well as any Confidentiality Agreements agreed to by DAATS Pty Ltd. DAATS Pty Ltd personnel will only have access to the audio recordings for the purpose of transcribing.

The purpose of this agreement is to make clear the terms on which DAATS Pty Ltd releases confidential interview material to other parties.

Details of this agreement

Date:		
Parties:	<i>Name and address of owner:</i>	
	<i>Name and address of recipient:</i>	DAATS Pty Ltd PO Box 344, Daw Park SA 5041
Description of Confidential/Personal Information	Transcription of digital recordings.	
Purpose for which Confidential/Personal Information may be used	The audio recordings are to be transcribed into a Microsoft Word Document. The completed transcript should be sent to the Owner within the agreed time frame. Copies of the interview, in all formats, will be destroyed within 30 days after the Owner acknowledges receipt of the transcribed document.	

Terms of this agreement

The Recipient agrees

- (a) to use the confidential/personal information described above only for the purpose specified in the Schedule;
- (b) not to transmit or disclose to another person the confidential/personal information;
- (c) to take reasonable steps to ensure the confidential/personal information is always kept secure; and
- (d) not to reproduce or, store the confidential/personal information in any medium or format after the Owner has acknowledged its return.

I, the undersigned, agree to the Terms of the Agreement.

Name: Tara Stobart

Title: Director - DAATS Pty Ltd.

Signed:

Date: