**DATA CONFIDENTIALITY AGREEMENT FOR VICTORIA UNIVERSITY RESEARCHERS**

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| **Principal Investigator:** |  |
| **Human Ethics**  **Approval #** |  |
| **School/Unit:** |  |
| **Research Project Title:** |  |
| **Research Project Summary:** |  |
| **Supervisors (if applicable):** |  |

Victoria University of Wellington collects and maintains the staff and student data that the Principal Investigator is requesting access to. The Principal Investigator agrees and acknowledges that staff and student confidentiality is of the utmost importance in the management and use of the data and in the manner in which all research results are presented and/or published. Accordingly, in consideration of the receipt of the data from the Planning and Management Information Unit, the Principal Investigator agrees as follows:

1. The data will be used solely for the specified research described above and not for any other purpose.
2. That any and all data which may lead to the identity of any individual(s) is strictly confidential and shall not be published and/or presented.
3. That any and all reports or analyses of the data prepared by the Principal Investigator shall contain only aggregated data. The Principal Investigator further agrees that at no time will they ever publish and/or present any individual names or other personally identifying information or information which could lead to the identification of any data subject.
4. That the Principal Investigator has an obligation to prevent research data from being lost, mislaid, or accessed by unauthorised people. The HEC requires that personal information will be held only on protected systems supplied by the University (not on personal or portable devices or in unauthorised cloud storage, such as Google Drive or Dropbox).
5. That the Principal Investigator will ensure that no other person has access to their computer/device.

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(Signature – Principal Investigator)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date

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(Print Name)

**If applicable:**

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(Signature – Primary Supervisor)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date

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(Print Name)