**CONFIDENTIALITY and NON-DISCLOSURE AGREEMENT FOR RESEARCHERS**

I **(NAME OF THE RESEARCHER)** of the (State the College/School or Unit) voluntarily executes this Confidentiality and Non-disclosure Agreement with the University of Southeastern Philippines (University hereinafter).

By entering into this Agreement, I hereby hold myself accountable and swear:

1. That any personal and sensitive personal information that I have collected directly from the data subjects (students, employees, etc.) shall be held in utmost confidentiality;
2. That I will not, consciously or unconsciously, disclose or transfer these information to any other individuals or entities without the consent of the data subject or the data controller;
3. That any sensitive information controlled by the University which I may be allowed to access shall be held in equal regard;
4. That during the conduct of any interview, I will seek the express consent of the data subject on the processing of his/her personal information;
5. That I shall inform the respondents or data subjects of the purpose of the research and that any information collected from them shall be processed solely for the purpose of the research;
6. That I shall not hold or store any collected and processed sensitive information beyond the period of the completion of my research;
7. That I shall delete all the sensitive personal information collected from all storage devices upon the completion of the research;
8. That upon the termination of my research, I shall seek the written attestation from my Project or Program Head/Research Head/Dean/Director stating for a fact that no violation of the foregoing conditions were made;
9. That I shall furnish the Office of Legal Affairs-Data Privacy Office with a copy of such attestation; and
10. That I will ensure that proper safeguards are in place to guarantee the confidentiality of the personal information processed, prevent its use for unauthorized purposes, and generally, comply with the requirements of the Data Privacy Act and other laws for processing of personal information.

By affixing my signature, I hereby agree with the foregoing conditions and subscribe to the University’s virtue of upholding the fundamental human right to privacy, in compliance to Republic Act 10173 or the Data Privacy Act of 2012.

Signed this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 2020.

**SIGNATURE AND NAME OF THE RESEARCHER**

College/ School of \_\_\_\_\_\_\_\_\_\_