

Bridget Postlethwaite

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CONFIDENTIALITY AGREEMENT

I, **Bridget Postlethwaite**, agree to maintain full confidentiality regarding any and all materials (audio and video recordings, documentation, or other information regardless of medium) from **[Client's name]** related to **[Title of project]**.

I agree not to disclose any confidential information obtained from the client to anyone unless required to do so by law. Specifically, I agree:

1. To hold in strictest confidence any information received and the identification of any individual that may be inadvertently revealed in performing requested services.
2. Not to make copies of any materials and transcriptions unless requested to do so.
3. To store all materials and transcriptions in a safe, secure location.
4. To return all materials and transcriptions in a complete and timely manner.
5. To delete all electronic files containing materials or transcriptions from any electronic device on which such files are stored when I have received confirmation that the transcription work performed has been satisfactorily completed and the invoice has been paid.

I am aware that I can be held legally liable for any breach of this confidentiality agreement, any for any harm incurred by individuals if I disclose identifiable information contained in the materials to which I will have access.

Signed

Bridget Postlethwaite

Dated **XXX**