



# Confidentiality and Non-Disclosure Statement



**Proposal Title:**

**During my research, I may see or hear confidential information related to:**

- **Patients and/or family members**  
Such as (but not limited to): patient records, conversations, and financial information
- **Employees, volunteers, students, contractors, partners**  
Such as (but not limited to): salaries, employment records, and disciplinary actions.
- **Business or third-party information**  
Such as (but not limited to): financial records, reports, memos, contracts, KAUH computer programs, and technology.
- **Operations improvement, quality assurance, peer review**  
Such as (but not limited to): reports, presentations, and survey results.

**Upon the approval of this proposal project, I certify that:**

- Patients' and employees' information from any source and in any form (such as paper, talking, electronic, etc...) is confidential and should be protected.
- I will **ONLY** access the information that has King Abdullah University Hospital (KAUH) IRB approval.
- I **WILL NOT** show, tell, e-mail, copy, give, sell, review, change or improperly dispose of any confidential information, and I **WILL** comply with all privacy and confidentiality requirements and procedures at JUST and KAUH at any time.
- I **WILL NOT** misuse or be careless with confidential information at any time.
- I **WILL NOT** share any confidential information with any other third party in any manner.
- I **UNDERSTAND** that confidential information I learn during my research does not belong to me. All confidential information shall remain the exclusive property of KAUH and JUST.
- I **AM FULLY RESPONSIBLE** for my use or misuse of confidential information.
- If I am allowed remote access to confidential information, I **AM RESPONSIBLE** for ensuring the privacy, security, and confidentiality of the information at **ANY** location (e.g. home, office, mobile lab, etc...)
- I will **INFORM** KAUH-IRB immediately in case of a potential breach any confidential information.
- I **UNDERSTAND** that confidential information that has KAUH-IRB approval may be subjected to random and/or purposeful audits.
- I **UNDERSTAND** that KAUH may suspend or restrict my access at any time if confidentiality has been broken
- I **UNDERSTAND** that the final draft of this study/research will be provided to KAUH-IRB upon submission and before publication.
- The terms and conditions of this statement apply before, during, and after the conduction of this project.

Failure to comply with the terms and conditions of this agreement may result in the termination of my research at **KAUH**, in addition to any civil or criminal legal penalties.

**\*\*By signing this statement, I agree that I have read, understand, and will comply with the terms and conditions\*\***

**Print Name:** ..... **Signature:** .....

**Date:**        /        /