




# Word 4 Word



## Transcription LTD

### Confidentiality Agreement for Word 4 Word Transcription LTD Undertaking Transcription, Proofreading, Copy-typing Services

<b>Client name:</b>  <b>Client Address:</b>	<b>Company name:</b> Word 4 Word Transcription  <b>Company address:</b> 21 King Georges Close, Rayleigh, Essex, SS6 8JL, England  <b>Point of contact:</b>
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The following outlines the agreement between  [Client name]  and Word 4 Word Transcription LTD [hereafter referred to as W4WT] concerning confidentiality of audio files, transcription documents, private information, and any other relevant materials when undertaking all current and future transcription/proofreading/copy-typing services.

W4WT acknowledges that materials passed to us for transcription/proofreading/copy-typing purposes may contain information of a very personal nature either to the company, client or interviewees, which should be kept confidential and not disclosed by ourselves to anyone other than the client named above and those members of the W4WT team who have been appointed to assist in undertaking the services requested by the client.

**Maintaining this confidentiality is of the utmost importance to W4WT and therefore we agree to the following:**

1. W4WT agrees not to disclose any information heard on the recordings or contained within the materials, or to reveal any identifying names, place-names or other information contained, to any person other than the client named above.
2. W4WT agrees to keep all recordings, transcription documents and any other materials related to the transcription/proofreading/copy-typing services in a secure place where it cannot be accessed or heard by other people, and to share these materials only with the client named above.



3. W4WT agrees to follow any instructions given to us by the client about how to disguise any names, places or other personal information that may be contained within the recordings, transcription documents and any other relevant transcription/proofreading/copy-typing materials.
4. W4WT agrees that following completion of the transcription/proofreading/copy-typing services all necessary recordings, transcription documents and any other materials will be passed back to the client. Once the client confirms receipt of these recordings, transcription documents and materials all recordings, transcription documents and other materials held in any medium by W4WT will be erased.
5. W4WT agrees that if at any point anyone disclosed in the recordings, transcription documents or any other materials provided by the client is known to us personally we will immediately stop work on the transcription/proofreading/copy-typing and pass the materials back to the client.

**The client acknowledges:**

1. Whilst the client will be dealing with a single point of contact at W4WT in most cases the transcription/proofreading/copy-typing services requested by the client will be undertaken by a team of transcribers/proof-readers/copy-typists at W4WT. Therefore, they understand that any recordings or other relevant materials related to the transcription/proofreading/copy-typing requested by the client will be shared between their point of contact and the W4WT team members in order to undertake and fulfil the requested services. W4WT ensures clients that we have strict, adhered to confidentiality agreements with all W4WT team members that consists of all the above information.

*W4WT acknowledges and agrees to abide by the constraints of all the above points mentioned and will maintain full and strict confidentiality when undertaking transcription/proofreading/copy-typing services upon the request of the client named above:*

Word 4 Word Transcription LTD

Date: \_\_\_\_\_

Name: \_\_\_\_\_ for and on behalf of Word 4 Word Transcription LTD.

Signature: \_\_\_\_\_



*The client acknowledges and agrees with all of the above points mentioned. The client also understands that any transcription/proofreading/copy-typing materials may be shared between team members at W4WT for the purpose of undertaking the services requested by the client.*

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_