**Patient and Public Involvement (PPI) Template**

**PPI Template 2: Confidentiality agreement**

This template was based on a version from Cambridge BRC who kindly agreed that it could be adapted for our use. It has been developed by PPI leads from the Oxford PPI Staff Group[[1]](#footnote-1). It is being piloted with researchers[[2]](#footnote-2).

Note to staff – it is advised that this confidentiality agreement should be put in group Terms of Reference and given to PPI contributors working over the duration of a project. Confidentiality should also be mentioned at the beginning of all meetings as part of “working together” guidance.

**Confidentiality agreement:**

This confidentiality agreement means in summary that due to the nature of research all business is confidential unless otherwise stated. This is also the case for information shared by other PPI contributors in meetings. This means that PPI contributors cannot discuss or share content outside of meetings and documents cannot be shared.

I hereby agree and acknowledge that except where such matters come into, or are already properly in the public domain, I will keep secret and confidential all matters relating to the research or affairs of the Oxford Biomedical Research Centre (OBRC) and Oxford University Hospitals (OUH) NHS Foundation Trust and will not disclose any such matters to any person unless otherwise agreed in writing by the Trust, or unless I am ordered to do so by a court of competent jurisdiction. If I breach this agreement, I accept all repercussions myself and do not hold OBRC or OUH responsible for any consequences.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions please contact Rachel Taylor, Public and Community Involvement, Engagement and Participation Lead [Rachel.taylor@ouh.nhs.uk](mailto:Rachel.taylor@ouh.nhs.uk).

Your information will be stored securely in a location that can only be accessed by the OUH PPI Team and Oxford BRC Core Team. Your data will not be shared with any other organisation or department within OUH NHS Foundation Trust without your prior consent. You may choose to leave the group at any time, for any reason, at which point all your details will be deleted. Details of group members who have been continuously inactive for longer than one calendar year will be deleted unless otherwise requested.

**Contacts:**

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Template developed: November 2023, Oxford PPI Staff Group. Contact: Rachel.Taylor@ouh.nhs.uk

1. The group meets quarterly and includes leads from the [local NIHR organisations](https://www.healthinnovationoxford.org/our-work/our-programmes/community-involvement-and-workforce-innovation/community-involvement/working-together-thames-valley/) and departments of the Oxford University Medical Sciences Division. One or more PPI contributors from these [PPI groups](https://oxfordbrc.nihr.ac.uk/ppi/ppi-researcher-guidance/ppi-resources-for-researchers/) have also reviewed. [↑](#footnote-ref-1)
2. This document is being piloted (December 2023-April 2024) with researchers. Any suggestions for improvements should be sent to [Rachel.taylor@ouh.nhs.uk](mailto:Rachel.taylor@ouh.nhs.uk). [↑](#footnote-ref-2)