

**DECLARATION ON CONFIDENTIALITY AND PRIVACY (STATISTICAL REQUESTS)**  
**(To be completed by the Project Leader, in BLOCK CAPITALS)**

**Research Project Title:** \_\_\_\_\_

**Project Leader:**

**Co-Workers:**

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

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

\_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

Status: \_\_\_\_\_

\_\_\_\_\_

I, the undersigned, declare that I understand and agree:

1. that the data released to me or collated by me from NRS source material will be used solely for the purpose of this research project;
2. that I will not divulge the data to any party not directly connected with the project except in the form of conclusions drawn from it;
3. that while the data are in my keeping I will exercise proper safeguards to prevent any breach of confidentiality or privacy;
4. that when the research project is concluded I will ensure the complete and confidential destruction of the data;
5. that I will not publish the name of any person identified in the data nor any information that would enable any such person to be identified;
6. that if the project requires access to the medical case records of any person identified in the data, I will obtain permission from the medical practitioner in clinical charge of that person before seeking such access;
7. that if the project requires contact with any person identified in the data or with his or her relatives, I will not make such contact without the prior consent of the Registrar General for Scotland; if such consent is given, the Registrar General for Scotland will indicate appropriate methods of approach;
8. that if I become aware of any loss or misuse of the data I will immediately inform the Registrar General for Scotland;
9. that I am required to register with the Data Protection Registrar any processing of personal information by computer;
10. that I will acknowledge in any publication that the data used included data supplied with the permission of the Registrar General for Scotland;
11. that I will make the contents of this declaration known to my own co-workers and that I accept full responsibility for ensuring that they observe its conditions;
12. that if I am succeeded in my post with this research project, my successor will require to complete a fresh declaration on confidentiality and privacy before receiving any further data.

Signed (Project Leader) \_\_\_\_\_

Date \_\_\_\_\_

(When you have completed this form, please send it to Julie Ramsay, Vital Events Statistician, National Records of Scotland, Ladywell House, Ladywell Road, Edinburgh EH12 7TF)