

**SCOTTISH SOCIAL SERVICES COUNCIL CONFIDENTIALITY
DECLARATION**

(For all Persons employed on work related to individual level data)

This is an important document. Please read it carefully and keep it in a safe place.

1. I understand and acknowledge my obligations regarding confidentiality, and the conditions that apply to how individual level data can be held, used and disclosed as set out in:
 - a) Scottish Social Services Council (SSSC) Official Statistics Protocol, and
 - b) Other standards and procedures relating to Security and Confidentiality issued by my employer, including (i) SSSC All Staff Guidance Document on United Kingdom Statistics Authority – Code of Practice for Official Statistics (ii) All Staff SSSC Data Protection Policy (iii) All Staff SSSC Freedom of Information Guidance

I undertake to comply with (a) and (b) above.

2. I confirm that I have received appropriate briefing on Data Protection and Freedom of Information.

Please retain the above for your own reference and sign the copy attached, which should then be detached and passed to the Data Controller

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Signed _____ Date _____

Full name _____ (Block letters)

Organisation _____

Job Title _____