

**SCOTTISH SOCIAL SERVICES COUNCIL CONFIDENTIALITY  
DECLARATION**

**(For interns working with individual level data)**

**This is an important document. Please read it carefully.**

I understand and acknowledge my obligations regarding confidentiality, and the conditions that apply to how individual level data can be held, used and disclosed. I have read:

- a) The Scottish Social Services Council (SSSC) Official Statistics Protocol, and
- b) The, (i) all Staff SSSC Data Protection Policy (ii) All Staff SSSC Freedom of Information Guidance

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

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 \_\_\_\_\_