

# SLS SAFE-SETTING USER AGREEMENT

You will be asked to confirm that you have read this User Agreement when you log into your safe-setting workstation.



## FACILITIES GUIDELINES

- Lockers and coat hooks are provided in the SLS Office for you to stow away your personal belongings. These items cannot be taken into the safe-setting.
- Please leave your phone in a locker. You may use it to play music via Bluetooth headphones/ear buds, but it should not enter the safe-setting.
- Please see the Safe-Setting Rules section for a more detailed list of restricted items.

## Toilets and Break Room

- Researchers with BPSS Clearance
  - Facilities are located on the ground floor of NRH (you don't need to be escorted by staff). However you must wear your NRS visitor badge (if issued) as well as your University or other approved photo-ID at all times.
  - Toilets – there are two gendered multi-cubicle bathrooms and within each an accessible toilet.
  - Break room – in the break room there is access to a fridge, microwave, kettle, sink, and tables/chairs.
- Researchers without BPSS Clearance
  - Facilities are located next door in GRH.
  - Toilets – there are two gendered multi-cubicle bathrooms and one all-gender accessible toilet. Enter GHR and walk straight ahead, toilets and down the corridor on the right before you enter the dome.
  - Break room – unfortunately there is no access to a break room, fridge, microwave or fresh water so please bring food and drinks accordingly.
- All - please let a member of the SLS team know when you are going for lunch or leaving for the day.
- At the end of your visit, please inform NRS reception that you are leaving and return your visitor badge (if you have been given one).



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## SAFE-SETTING GUIDELINES

- Your user ID and password will be sent via email initially. On first log in you will be prompted to change your password (usual password requirements apply).
- We advise you to keep your notes digitally within your project network file space, however we do provide you with a project notebook to take notes by hand. This will be stored in the safe-setting cupboard in your personal file and should not leave the safe-setting.
- If you wish to bring in code, papers or books for reference, we ask that these are supplied digitally to your SLS Support Officer (SLS SO) who will add them to your project network file space.
  - Please allow at least 2 full working days between your request and the safe-setting visit when you wish to have access to these.
- If you need to ask your SLS SO for help, you can go and speak to them in the SLS office as long as they are not in a meeting. If your SLS SO is not in the SLS office that day, you can contact them by email.
- Please make your SLS SO aware if you have assistive technology requirements prior to your visit and we can discuss how this could be supported in the safe-setting.
- **Software** - the safe-setting workstations come with a range of software like word processor, spreadsheet editor and various popular stats programmes.
  - Additional packages for R and python can be requested using a Software Request Form (available on our website).
  - To use MLwiN, you must already have registered with them via their online registration form.
- Wi-Fi – if you require Wi-Fi for your phone/laptop (only to be used in the break room), you may use the NRS\_Public Wi-Fi, the password is on the noticeboard near the coat hook and lockers (this password is updated monthly).
- If you leave your workstation unattended (i.e. to use the toilets, break room, to make/receive a call or leave the building) please ensure that you either log out or lock your workstation.



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## OUTPUTS

We offer two types of outputs from your safe-setting visits:

- **Stage 1 (Pre-publication) Outputs** - these are the final results of your analysis that you may take away to produce papers, theses, presentations etc. We do not offer 'intermediate output' - working results to show your team/supervisors (synthetic Data is offered to projects as an alternative to intermediate outputs). To take this output away from the safe-setting you must request Stage 1 output clearance from your SLS SO via email and fill out a Stage 1 Output request form. You must prepare and pre-check your outputs (see our [Statistical Disclosure Control \(SDC\) guide](#) on our website for more information) so that when your SLS SO checks these, they pass and can be encrypted and then released to you via email. Note – please allow 10 working days for each Stage 1 Output to be checked, cleared, encrypted, and sent to you. Outputs that do not pass SDC checking will need to be edited and re-submitted for Stage 1 Output Clearance.
- **Stage 2 (Publication) Outputs** - these are papers, theses, presentations, posters etc. that you have produced using the results/findings from your analysis of SLS data. Drafts of these can ONLY be viewed by members of your SLS project team who are Full Access members. Stage 2 Outputs can only be sent to Advisory Role members or submitted to journals, conferences, assessments etc., after they **have received Stage 2 Output Clearance**. Stage 2 Outputs are cleared by the NRS SLS Project Manager and you must submit these directly to them via email ([Greg.Blackadder@nrscotland.gov.uk](mailto:Greg.Blackadder@nrscotland.gov.uk)) along with a Stage 2 Output Request form – please allow 20 working days for each Stage 2 Output to be checked, cleared and a confirmation letter sent to you by email.

**IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU ONLY SHARE YOUR  
OUTPUTS WITH THE APPROPRIATE AUDIENCES AND THAT YOUR TEAM  
MEMBERS' ONS SRT IS VALID.**



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## SAFE-SETTING RULES

- You **MUST NOT** try to remove, copy or transmit any data from the safe-setting by any means.
- You **MUST NOT** take photos, videos or recordings within the safe-setting or SLS office.
- You **MUST NOT** connect external devices to SLS equipment.
- You **MUST NOT** remove your project notebook from the safe-setting, it **MUST** be stored in the safe-setting cupboard.
- You **MUST NOT** look at another user's screen or ask them to look at your screen (unless you are both working on the same project).



The following items **may NOT** be taken into the safe-setting:

- Phones
- Laptops/tablets
- Smart watches
- Paper or notebooks
- Books or journal articles
- Pagers, radios or other communication devices
- USB sticks, storage devices or external devices (including MP3 players)
- Cameras or any device with photo/video capturing capability
- Devices to take notes or recordings
- Coats, bags or items where things could be hidden or stored



Only the following items may be taken into the safe-setting:



- A drink (preferably water in a container with a lid)
- A pen
- Bluetooth headphones/ear buds
- Earplugs (available in SLS office)
- Personal protective equipment (i.e. masks)
- Mobility aids, medical devices and assistive devices

Assistive technology usage must be agreed with your SLS SO before your visit. Laptops, phones, tablets and other technology may only be used in the break room. Please do not stand over SLS staff in the office or stand in the corridor to use a device.

**PLEASE CONTACT YOUR SLS SUPPORT OFFICER IF YOU HAVE ANY QUESTIONS**

