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SLS UNDERTAKING FORM

The Longitudinal Studies Centre - Scotland (LSCS) is a Scottish centre of excellence in the creation and use of longitudinal data. It is responsible for the Scottish Longitudinal Study (SLS).

As indicated on the SLS-DSU website (<http://sls.lscs.ac.uk/guides-resources/step-bystep-guide-to-accessing-sls-data-1/>) there are a number of steps involved in accessing SLS data. The completion of this form is step six.

**Your Privacy**

The information you provide on this form will be treated in the strictest confidence. An electronic copy of this form will be securely stored with NRS and the SLS-DSU. A hard copy will be securely stored in the SLS-DSU. For further information on how your data is used, see:

<https://www.nrscotland.gov.uk/record-keeping/legislation/primary-information-legislation/data-protection>

<https://sls.lscs.ac.uk/more/privacy-statement/>

**Application details**

***Study title:***

***SLS study number***(provided by your Support Officer)

## Head of proposed study

|  |  |  |
| --- | --- | --- |
| Title: | Name: | |
| Position: | | |
| Organisation: | | |
| Address: | | |
| Telephone: | | Fax: |
| Email: | | |

**Undertaking**

**Disclosure of information on individuals**

I will not attempt to identify individuals, households or organisations in the SLS data, nor will I claim to have obtained or derived such information. No output from the SLS (papers, conference presentations etc) should suggest that individuals, households or organisations can be identified. I will not allow any output supplied to me to be used by people outside the project without the written permission of the SLS Research Board.

**Details of study and study collaborators**

I understand that, if my application is accepted, information on the project and project staff will be published on the Scottish Longitudinal Study website as well as being kept on computer files held by the SLS-DSU.

**Use of newly derived variables**

I understand that variables derived in the course of preparing data may be added to the SLS data files and made available to other users.

**Clearance of output**

***Intermediate outputs***

I understand that any intermediate outputs – ie those emailed in an encrypted format - may **only** be shared with people who have signed the SLS undertaking form.

***Final outputs***

A draft version of any outputs arising from research using SLS data must be cleared by the National Records of Scotland (NRS) SLS Manager before submission for publication. This includes all forms of output, e.g., working papers, journal articles, conference presentations, seminars and theses. Twenty days notice is required for clearance in all cases. All outputs must acknowledge the support of the LSCS using the standard disclaimer which can be found on the website.[[1]](#footnote-1)  Abstracts/papers should be sent to your SLS Support Officer.

I understand that it is my responsibility to submit all outputs for clearance by the NRS SLS Manager prior to submission for publication.

**Retention of tables**

If requested to do so by the SLS Research Board, I will destroy or return to the SLS-DSU all copies of SLS data supplied to me and any unpublished derived data.

**Ethical issues**

We encourage all applicants to assess whether there are ethical issues involved with the research that is planned. Although the data you will be using are anonymous, some of the variables that we hold are sensitive. If you have any concerns about ethical issues associated with your research, we strongly encourage you to consult with an appropriate ethical committee before making an application.

I understand that it is my responsibility to consider ethical issues before and during my research.

**Note: All persons who will be using the data and are involved in the project must sign this undertaking.**

I have read and agree to the conditions above relating to the use and publication of SLS data and recognise that any breach of confidentiality may result in suspension of access to these data.

I will seek the agreement of the SLS Research Board for any extension of the project in terms of substance or duration.

|  |  |  |
| --- | --- | --- |
| Name of researcher(s) | Signature | Date |
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A signed hard copy of this form should be posted to:

SLS-DSU

Longitudinal Studies Centre – Scotland (LSCS)

Room 1G1

Ladywell House

Ladywell Road

Edinburgh

EH12 7TF

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1. [*http://sls.lscs.ac.uk/guides-resources/step-bystep-guide-to-accessing-sls-data-1/*](http://sls.lscs.ac.uk/guides-resources/step-bystep-guide-to-accessing-sls-data-1/) [↑](#footnote-ref-1)