

Pursuant to Article 55, paragraph 2 of the Law on Organisation and Operation of the State Administration ("Official Gazette of the Republic of Macedonia" No. 58/00, 42/02, 82/08, 167/10 and 51/11), the Director of the State Statistical Office adopted the following

## **GUIDELINES on work organisation in the safe room**

### **Work space for researchers**

I. The State Statistical Office (SSO) has established a work environment for researchers (hereinafter: safe room), i.e. an office assigned for working with anonymised microdata for scientific research purposes, which is suitably equipped and protected.

In order to protect the confidentiality of data in accordance with the laws and SSO regulations, the following rules apply to the safe room:

1. The safe room is equipped with two standard personal computers with installed STATA, SAS and MS Office software;
2. All interfaces for portable media are disabled on these computers;
3. The computers do not have Internet access;
4. The safe room has two computers, in case when two researchers work on the same project or with the same anonymised microdata;
5. It is not allowed for two researchers to work simultaneously on different projects or with different sets of anonymised microdata;
6. The use of mobile devices (laptop, tablet, mobile telephone) is prohibited in the safe room;
7. If researchers carry with them mobile devices, these must be placed in the locker in the safe room where they will remain locked during their stay in the safe room;
8. Researchers working in the safe room have controlled access, via a username and a password, to a server folder containing only the anonymised microdata for which they have signed an agreement with the SSO. The results of their work are stored in a new subfolder in the same folder;
9. If researchers want to use their own customised software or their own documentation in electronic format, these must be submitted to the SSO in advance for checking and deployment on the central storage location to which they have access from the SSO computer.
10. Requests to use own data of the researcher obtained from other sources are considered on a case-by-case basis and they are treated in the same manner as in item 9.

11. Any copying of a part or the complete set of anonymised microdata by researchers is prohibited.
12. In the safe room, there is a visibly displayed list with internal telephone numbers of the:
  - coordinator of the safe room,
  - person in charge from the dissemination sector,
  - person in charge from the technical support department,
  - person from the subject-matter department responsible for the data the researcher works with.

### **Coordinator of the safe room**

13. The coordinator of the safe room (hereinafter: coordinator) is a person who is appointed for each approved request for access to data for scientific research purposes, or for a specified period of time, for several requests.
14. Researchers must report their arrival to the coordinator for using the safe room, at least one day in advance.
15. Work in the safe room is allowed from 09:00 to 16:00.
16. The coordinator is obliged to meet the researchers, to accompany them to the office where they must sign the declaration of confidentiality (on first arrival), then lead them to the safe room and unlock the room.
17. The coordinator gives researchers a username and a password, provided in a sealed envelope by a person from the technical support department, and reminds them that if they leave the safe room for a short time they must lock the computer screen and put the password in a safe place.
18. The coordinator locks the mobile devices carried by researchers in the locker placed in the safe room, and takes the key with them.
19. If researchers need to use their mobile phone, they may call the coordinator to unlock their phone, but the phone must be used outside the safe room.
20. If the researcher leaves the safe room for a break, they must inform the coordinator to lock the room; the same applies for the end of working hours.
21. The coordinator must visit the researcher at least once during working hours.
22. When researchers complete their work, the coordinator informs the person from the technical support department that they may transfer the results of the researchers to the persons in charge to perform output control, fill out a form to check the results and submit it to the Statistical Confidentiality Committee.

II. The Guidelines shall enter into force on the date of adoption and shall be published on the intranet site of the State Statistical Office.

Director

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