# Affirmation of responsibility – new employees

The Epidemiology Unit of the Stress Research Institute, Department of Psychology, Stockholm University handles highly sensitive data on individuals, including the SLOSH study. Material that is also to a large extent protected by secrecy. All employees are obliged to follow both Swedish law and regulations as well as local policies regarding how to handle such data. Please note that:

1. Access to the premises of the Epidemiology Unit is exclusively for the person granted such access, and may only be used for work according to explicit agreement with the local supervisor employed at the Stress Research Institute. It is not allowed to let other people in, nor to use the premises for other purposes.

2. The access card is for use solely by the person to whom it is issued must be returned to Stockholm University at the end of the visit/employment. If the card is lost, this should immediately be reported to the Service Desk at Albanovägen 18 (House 2, across the pedestrian street from Pressbyrån in our house).

3. Data provided by the Stress Research Institute may only be analysed on your SU computer or another designated local SU computer with appropriate security level. It is absolutely forbidden to copy, transfer or send the data in any form outside of SU unless such a transfer is approved by your supervisor. It is also absolutely forbidden to disclose any information about individual persons gleaned from the data. All attempts to backwards identify the data or combine them with other data are forbidden and may be prosecuted according to criminal law. Only the results of statistical analyses where no individual can possibly be identified may be retained and used outside of the designated computer environment.

4. Only analyses that are covered by an ethical permission provided by the Swedish Ethics Review Authority according to Swedish law can be performed, unless the analyses are such that they do not require ethical permission according to Swedish law. The analyses should also be agreed with your supervisor. Please note that all handling of sensitive personal data for research purposes performed in Sweden require ethical approval by the Swedish Ethics Review Authority even if the data originate from another country.

5. Passwords may not be written down or disclosed in any form. You are not allowed to let anyone else use the same account. When leaving the workstation, lock it.

6. Your obligations regarding secrecy in relation to sensitive data extends also beyond the period of your employment contract as per Swedish law.

By signing this document, I declare that:

* I have read and understood the rules specified above and agree to follow them,
* I am aware that the fact that SLOSH data are protected under the European General Data Protection Regulation (GDPR) and the Swedish Public Access to Information and Secrecy Act (2009:400) and that all data are bound to secrecy,
* I will under no circumstances use the data for any other purpose that scientific research,
* I will not publish any information that will make the identification of individuals possible,
* I will not copy, disclose or give access to the data or any part thereof to any third party,
* I will only use the provided data for the analyses that are specifically covered by the ethical approval,
* I will inform the SLOSH representative of all publications relating to SLOSH data,
* I will, if not explicitly agreed otherwise, include at least one of the core members of the SLOH group as a co-author on papers based on data from SLOSH.

Stockholm …………………

day/month/year

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signature

………………………………………

full name printed in Latin characters