

Oath of Confidentiality

EDINBURGH NAPIER UNIVERSITY

**OATH OF CONFIDENTIALITY – RESEARCH STUDENT
(General Data Protection Regulation and Data Protection Act 2018)**

Full name		Matriculation No.	
Course		School	
<p>I acknowledge that for the purposes of my dissertation/research project at the University, I will have access to the personal information of living identifiable individuals. I recognise that I have a duty of confidentiality in relation to this information and am bound by the provisions of the Data Protection legislation and the University's obligations under the legislation.</p> <p>As a University research student I undertake to:</p> <ul style="list-style-type: none"> • only ever access and process personal information in order to carry out my research • never use any such data for any purpose other than to perform my research • never disclose the data to any other person at the University <u>except</u> where appropriate to my research supervisor and/or other authorised person • never disclose any data to any individual or organisation external to the University, (other than an external examiner/supervisor as required) in accordance with the legislation • securely retain the data in both electronic and manual format at all times. Manual/paper records/data to be kept in a locked container and electronic data to be stored only on the University's ICT network/systems as per guidance provided online at: https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/ProcessingDataforResearch.aspx . • securely dispose of the data in accordance with relevant retention requirements and University policy • adhere to the obligations set out above and below during my period of research and after it has ended <p>I understand that:</p> <ul style="list-style-type: none"> • disclosure or processing of personal information outside these terms will only take place in consultation with my research supervisor and/or Governance and Compliance Services • where relevant, I am bound by the University's Information Security, Manual Data Security policies and Data protection Policy and CoP to which I have been directed (see link above) • I may be subject to disciplinary proceedings for failing to observe these obligations 			
Signed		Date	
Witness (staff member)			
Name			
School		Post held	
Signed		Date	