

## Research Governance Framework

### Confidentiality and Information Assurance Declaration

I acknowledge that in undertaking research with Parole Board information, I will be handling sensitive personal information of victims, prisoners and other individuals with whom we work and will be using equipment which stores this information. I acknowledge that any information relating to proceedings that I may access during this research will be communicated appropriately and not in contravention of this declaration and the Data Protection Act 2018, as published alongside the General Data Protection Regulation (GDPR). I understand my personal responsibility in respect of the Parole Board policies regarding confidentiality and information assurance. In particular:

- I have read the Parole Board IT Policy and the Parole Board Information Assurance Policy
- I have secure lockable means to store information assets (laptop and any paper copies of information)
- I can fully account for any information assets held in my possession from the point I receive them to the point I return them to the Parole Board
- I will be the only person accessing my laptop and will not share my login details with anyone
- I will only access information which is relevant to the research project and specified within the research proposal
- I will not communicate any information I acquire in the course of my research with the Parole Board, to anyone who is not authorised to receive it in connection with this research
- I will not make use of that information for any purpose outside that work
- I acknowledge that this applies to all information which is not already a matter of public knowledge and that it applies to both written and oral information
- I acknowledge that this undertaking of confidentiality will continue to apply at all times in the future, even when the research has finished
- I will conduct the research in compliance with data protection regulations.
- I will notify the Parole Board of any breaches of data or data handling procedures relating to Parole Board information

Where research will involve observing parole proceedings, an Observer Confidentiality Agreement will also need to be signed.

#### SIGNED:

Name: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

