



INSTRUCTIONS FOR WORKING IN THE SECURE ROOM

1. GENERAL

The secure room is located at the Statistical Office of the Republic of Slovenia, Litostrojska 54, Ljubljana; it is open for researchers every working day from 7.00 to 21.00.

2. PREVIOUS ANNOUNCEMENT

Due to organisational issues regarding work in the secure room, in accordance with the contract for access to data, the researchers must announce their arrival one day in advance by writing an e-mail to raziskovalci.surs@gov.si.

3. REGISTRATION OF PRESENCE

The researcher receives a card to register the presence. With this card the researcher registers arrivals and departures at the clocking in/out machine at the building's entrance. The card is also to be used for opening the secure room door. The registration card must be returned at the termination of the contract for working in the secure room.

4. BRINGING DEVICES INTO THE SECURE ROOM

In line with the contract for access to data, the researcher shall undertake not to bring into the secure room any devices (portable computers, smart phones, etc.) that enable the extraction or export of data or databases. Breach of contract shall lead to the prohibition of any further use of data. The researcher can put such devices into the lockers located in the room next to the secure room.

5. DOOR TO THE SECURE ROOM

In line with SURS's information security policy, the door to the secure room must be closed at all time; access to the room is possible with the registration card only.

6. RECEPTION OF OUTPUT FILES FROM THE COMPUTER IN THE SECURE ROOM

The researchers must send the request for receiving the files with results of analyses from the computer in the secure room by e-mail to raziskovalci.surs@gov.si. They must state in the e-mail which files they would like to receive and where the files are located (name of computer and the path to the files). In addition, the researchers must fill in the form for checking output files from the point of view of statistical confidentiality, which is available on all computers in the secure room. The completed form should be stored in a new folder together with the files for output checking.

7. CONTACT

- SURS: raziskovalci.surs@gov.si