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Pursuant to Article 55, paragraph 2 of the Law on the Organisation and Operation of State Administration Bodies ("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

Workspace 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 services in the Safe room may be used only by the researchers specified in the request for access to microdata.
2. The Safe room is equipped with two standard personal computers for two researchers, who work on the same project. On the computers are installed statistical analysis software, available at the State Statistical Office.
3. All interfaces for portable media are disabled on these computers.
4. The computers do not have Internet access.
5. The Safe room has two computers, in the case when two researchers, who work on the same project or with the same anonymised microdata.
6. In the Safe room, it is not permitted for two researchers to work simultaneously on different projects or with different sets of anonymised microdata.
7. The use of mobile devices (laptop, tablet, mobile telephone) is prohibited in the Safe room.
8. If researchers carry mobile devices with them, they must leave them in the designated locker in the Safe room, where they will remain locked during their stay in the Safe room.
9. Researchers working in the Safe room have controlled access, via a username and a password, to a server folder containing with microdata, which is located on the local disk of the computer. The SSO employee copying the results of the researcher's work on the server of the computer.
10. If researchers want to use their own customised software or consult 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.

11. The use of data from other administrative sources and microdata previously obtained from the SSO is not permitted in the Safe room.
12. Copying in any way a part or the complete set of anonymised microdata by researchers is not permitted.
13. In the Safe room, there is a visibly displayed list with internal telephone numbers of the:
 - coordinator of the Safe room
 - employee from the Technical Support Department
 - employee from the subject-matter department responsible for the data the researcher works with

Safe room attendance record

1. Employees of the Department for Dissemination, Statistical Territorial Register and Information, keep an attendance record for the Safe room, which contains the following elements:
 - date and time the researcher enters the Safe room
 - personal information about the researcher: name, surname and research institution
 - number of the Agreement on access to microdata in the SSO
 - requested microdata
 - date and time the researcher leaves the Safe room
 - name and surname of the SSO employee who handles the request for access to microdata
2. Records are kept electronically and at the end of the year reviews are prepared for all users of the Safe room during the year, which are submitted for documentation to the Statistical Confidentiality Committee.

Name and surname of the researcher:	
Research institution	
Number of the Agreement on access to microdata	Requested microdata
Date and time of entry into the Safe room	Date and time of exit from the Safe room
Name and surname of the SSO employee who handles the request for access to microdata	

(If necessary, copy the table)

Coordinator of the Safe room

1. The coordinator of the Safe room (hereinafter: coordinator) is an employee of the State Statistical Office appointed for each approved request for access to data for research purposes, or for a specified period of time, for multiple requests.
2. Researchers must announce their arrival to the coordinator for using the Safe room at least one day in advance.
3. Work in the Safe room is permitted from 09:00 to 15:00.
4. The coordinator is obliged to meet the researchers, accompany them to the office where they must sign a non-disclosure agreement (on first arrival), then escort them to the Safe room and unlock the room.
5. The coordinator gives the researchers a username and a password, provided in a sealed envelope by an employee 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 store the password in a safe place.
6. The coordinator locks the mobile devices carried by researchers in the locker placed in the Safe room and takes the key with them.
7. 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.
8. If researchers leave the Safe room for a break, they must inform the coordinator to lock the room; the same applies for the end of working hours.
9. The coordinator must visit the researchers at least once during working hours.
10. When researchers complete their work, the coordinator informs the employee from the Technical Support Department that they may transfer the results of the research work to the person responsible for checking the results and submitting the information to the Statistical Confidentiality Committee.

II. These Guidelines shall enter into force on the day of adoption and shall be published on the Intranet site of the State Statistical Office. With the adoption of these Guidelines, Guidelines No.

_____ of _____ shall cease to be valid.

Director

