

# Summary of Statistics Denmark's Data Contributor Policy

## 1. Relation to respondents

- Statistics Denmark treats data on individuals and enterprises in strict confidence.
- Statistics Denmark exempts small enterprises from mandatory reporting to a number of statistics. They also ensure that small enterprises are only obliged to report data to maximum three different statistics annually.
- Statistics Denmark works continuously with optimisation of sampling in order to limit the number of enterprises which are obliged to report.
- Statistics Denmark provides user-friendly reporting solutions for respondents, especially digital reporting solutions.
- Statistics Denmark informs the relevant respondents if a reporting solution is not accessible for use. Respondents are also informed when the solution is accessible again.
- Statistics Denmark has a single central contact point, the Business Statistics Office, where respondents can direct their enquiries.
- Statistics Denmark has a Respondent Committee consisting of members from the business community organisations, which ensures respondent involvement.
- Statistics Denmark's internal Data Contributor Committee or the Board of Directors must approve any deviations from the existing Data Contributor Policy.

## 2. Communication

- Information about reporting to the individual statistics is available on Statistics Denmark's reporting website, which contains references to all relevant materials.
- Statistics Denmark strives to motivate respondents by being reliable, service-minded, attentive, accessible and easy to understand.
- Communication between respondents and Statistics Denmark should be in a digital form, whenever possible.
- Statistics Denmark must inform enterprises in advance the first time they participate in a complex statistic, i.e. a statistic where the information that is to be reported is not directly accessible within the enterprise.
- If the reporting task is simple, pre-advising can occur at the same time as the normal information is sent to the other enterprises.
- It must be clearly indicated in Statistics Denmark's communication with enterprises whether reporting is mandatory or voluntary.
- Statistics Denmark must inform the enterprise if it is no longer obliged to report to a monthly or quarterly statistic.
- Written communication with enterprises must use a concise and precise formulation.
- Enterprises who contact Statistics Denmark concerning reporting via e-mail should be informed that they will receive an answer as quickly as possible – at the latest within two working days.

### 3. Reporting forms

- Reporting from enterprises should, as a rule, take place via an online form on Virk.dk.
- Respondents can find information about reporting and a summary of the specific reporting task on Statistics Denmark's reporting website before logging into the online form.
- Respondents can order paper forms for reporting. If digital reporting to a statistic is mandatory, the respondent must first apply for a dispensation from digital reporting before they can receive a paper form.
- The central Forms Methodology unit in the Business Data Collection office is responsible for the development of online reporting forms. This work is carried out in cooperation with the responsible statistical office.
- Reporting forms are continuously quality-controlled and, if necessary, redesigned according to a prioritized plan.
- When a form is developed or redesigned, input from respondents is collected via qualitative or quantitative methods.
- Instructions for reporting are integrated in the reporting form. If possible, they are presented in a concise list.
- Information which is known in advance, e.g. from registers or previous reports, can be prefilled to aid the reporting task.
- Dynamic error correction, which takes place while the respondent is entering data, is used to aid the reporting task.

### 4. Reporting

- Reporting is completed when the respondent has filled out and sent the online form via Virk.dk or filled out the paper form and sent it by post to Statistics Denmark.
- The report must be in writing and with a clearly identifiable sender.
- The deadline for reporting for the individual statistic is the same, regardless of the reporting media.
- Contact to respondents should take place via electronic communication.
- Respondents who report online receive an electronic receipt for their report.
- Online forms are only made available within a limited time period.
- Respondents who report online will be offered electronic feedback with information on the results of the survey.
- Respondents who experience technical problems in connection with online reporting will be offered a postponement.

## **5. Reminder procedures for mandatory statistics**

- In connection with monthly statistics, an enterprise will receive two reminders before a registered letter is sent. For quarterly and annual statistics, three reminders are sent.
- E-mail is the primary communication media used by Statistics Denmark, if the enterprise's e-mail address is known.
- Reminders are only sent via post if it is not possible or appropriate to send an e-mail.
- Telephone reminders are costly. Therefore this type of reminder is given according to a prioritized list.
- A final registered letter must always be sent before police prosecution is initiated.
- If the report has still not been received after a registered letter has been sent, a police prosecution is initiated. After this point, there must not be further contact with the enterprise concerning reporting to the specific statistic.
- When a police prosecution is initiated, all information on the case is recorded in Statistics Denmark's police register, which is continuously updated during the course of the case.
- Payment of fine does not exempt the enterprise from reporting the relevant information to the statistic.
- Periodic penalty payments should be avoided whenever possible and before such a fine is imposed, the president of the Data Contributor Committee must approve the case.

## **6. Communication concerning errors in reported data**

- Contact to respondents concerning errors or missing information in the reported data should take place within one month after the data has been received.
- Errors or missing data which Statistics Denmark is able to correct themselves should be corrected by Statistics Denmark and the respondent is not contacted concerning these corrections. The version which Statistics Denmark considers to be correct for the statistical purpose can also be used for prefill. Alternatively, one can omit prefilling information which has been corrected without contacting the respondent.
- When Statistics Denmark's contact to the respondent is based on possible errors in more than one individual report, we should inform the respondent which data has been compared. If the data has been compared with data from an administrative register, the respondent should be informed that Statistics Denmark does not inform the relevant authority that the original administrative data has been corrected.
- A draft of a report from Virk.dk which has not been submitted cannot be used in statistical production, even though it contains the enterprise's own information. When a reminder is sent, the enterprise should be informed that a draft exists which has not been submitted.
- Reports which contain so few data that they cannot be used should be treated in the same way as missing reports. In the reminder to the enterprise, it should be pointed out in which way the response was insufficient.
- Deliberately incorrect information should be handed over to the police after the case has been approved by the president of the Data Contributor Committee. The same applies if the enterprise has not responded to reminders concerning insufficient data.

## **7. Error checking of data from administrative registers**

- Data from administrative registers is to be understood as data which is collected for use by other authorities and passed on to Statistics Denmark.
- Statistics Denmark only corrects errors in their own copy of these data.
- Statistics Denmark does not pass on data to the relevant administrative authority (excepting specific well-defined situations in connection with enterprise registration numbers).
- Statistics Denmark corrects the errors that can be corrected without contacting others. If a correction requires that an enterprise or person is identified, Statistics Denmark will contact the enterprise.
- When Statistics Denmark contacts an enterprise, it is made explicitly clear to the enterprise that Statistics Denmark does not make corrections to the other administrative authorities' registers.
- In the case of errors that can be corrected without identification of the enterprise or person, Statistics Denmark may contact the administrative authority.

## **8. Voluntary surveys**

- Voluntary surveys must meet the requirements of the general guidelines in the Data Contributor Policy with the exception of the reminder requirements.
- In pre-advisement, reminders and all other communication with the enterprise, it must always be written that the survey is voluntary.
- In connection with work undertaken for external partners, it must always be informed who the customer is and that Statistics Denmark is conducting the work on behalf of the customer. Statistics Denmark signs the pre-advisement and other materials.
- Enterprises have the option to contact Statistics Denmark and request to be exempted from participation in a voluntary survey. The wishes of the enterprise must be respected so that future contact to the enterprise concerning the same survey does not occur.
- It is not possible to generally be exempted from all voluntary surveys.