

Researchers Access to Micro-data

Process 1: Authorisation

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The Mission of the Research Service Unit

Research Services exists for the purpose of:

- Making micro data available for our customers' individual needs in order to enable them to obtain knowledge that is not accessible from the general statistical program
- Providing advice and service to our customers in a helpful and competent manner with regard to their use of micro data

The Work of the Danish Research Service Unit

- * Manage the remote access arrangements
- * Administrate authorizations, contracts etc.
- * Coordinate data from all divisions in Statistics Denmark
- * Deliver data to all research projects
- * Give advise to researchers – new and old projects
- * Computer related work. Updates research databases

The work in Research Service can be delimited in 7 important central processes

1. Authorisation of institutions
2. Granting access for researcher
3. Project approval
4. Delivery of data
5. Output Check
6. Closure of project
7. Follow-up

Some of the main processes also includes sub processes – these are also important to address

- Examples of sub processes:
- Delivery of data
 - Receiving and storing external data
 - Calculation a price
 - Writing a contract
- Output Check
 - Procedure for data breaches

Authorization: The background

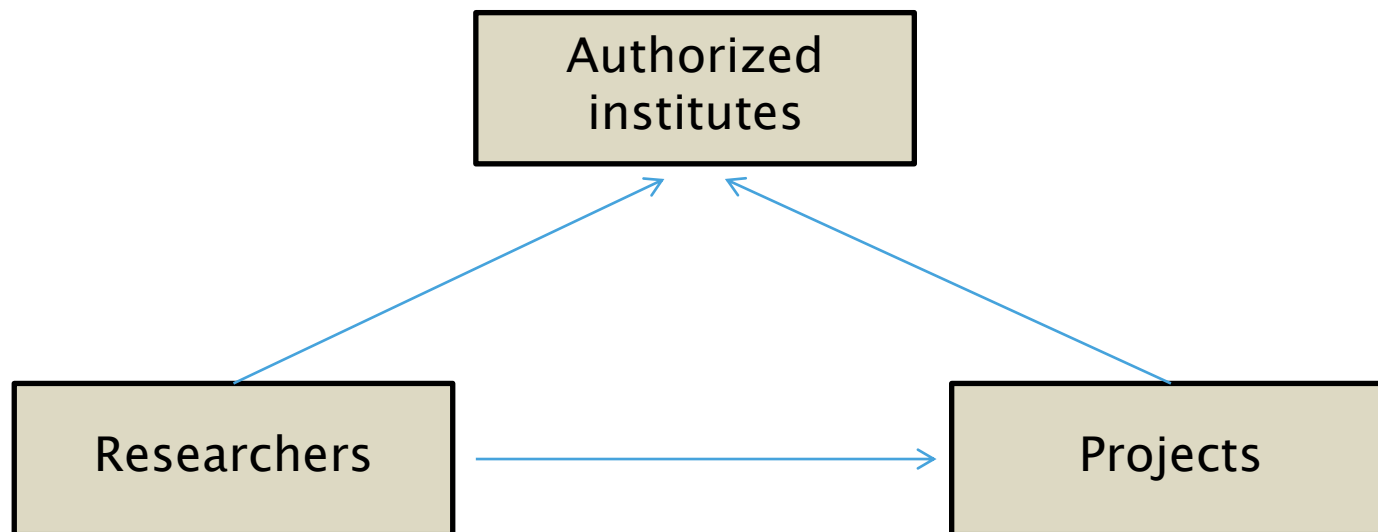
Who can access microdata?

- Only researchers or analysts from specially **authorized institutions** (stable institutions with a responsible manager and with a number of researchers/analysts)
- Private companies can be authorized and have access if they have a stable research environment

Process 1: Authorization – the model

- FSESYS: A model that links Authorized institutions with researchers and projects
- Keeps track of all our customers
- Ensures uniform procedure by the administration of institutions, projects and researchers - for example, fixed rules for researcher accesses
- Make it easier to get an overview - who has access to what?

Process 1: Authorization – the model



1. Researcher must be attached to an authorized institution
2. Projects must be owned by an authorized institution
3. Only if 1 and 2 is met, then the researcher can have access to a project

Process 1: Authorization – step by step

1. A new institute wants to apply for authorisation
2. Criteria to be approved, how to apply, in what form and whom to address the application to can be found at our webpage
3. New applications are subject to an internal evaluation including clarifying questions to the applicant by FSE-responsible person - one person in FSE is responsible for the applications
4. If approved a Research agreement is made (Standard Form)
5. Submitted to approval by the Chief Statistician – followed by our recommendation
6. If approved the agreement is signed by the chief statistician, returned to FSE and sent to the institute
7. The agreement is returned signed by the responsible person from the institute - typically the head of the department
8. The new institution is registered in our system - FSESYS

Process 1: Authorization – step by step

People involved in the process

- From FSE 2 people
 - FSE responsible (3,5)
 - Secretary (4,7,8)
- From DST 2 people
 - Chief Statistician (6)
 - Secretary (6)

Process 1: Authorization – Discussion in groups (half hour)

1. How should the authorization process be organized at ICBS
2. What would be the most efficient process
3. Present your recommendations with focus on
 1. Organization
 2. Education plan needed?