

Access to micro-data from Statistics Denmark: Department policy

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Background

Researchers associated with authorized Danish research institutions can use micro-data from Statistics Denmark's servers in their research. Access, analysis, and transmission of aggregate results are subject to strict rules (see <https://www.dst.dk/da/TilSalg/Forskningservice>). Violations of these rules can imply (temporary) suspension of access for the entire institution.

This document describes the department's policy regarding projects that use micro-data at Statistics Denmark (DST). The purpose of the policy is to increase awareness about DST's rules and to ensure compliance with these rules. The policy applies to projects where the department owns the project at DST and is responsible for the data (i.e. situations where the department head signs the authorization agreement with DST). The policy applies to all new and existing projects. However, existing projects have until February 1, 2020 to sign a Data Processing Agreement with external researchers (Rule (i) below).

Policy

- (a) Each project must have a designated project leader who must be employed at the department.
- (b) Project leaders are obliged to stay informed about the terms of use, to inform project participants about the terms of use, and to supervise project participants in their use of the data.
- (c) Project leaders who have not previously led projects at DST owned by the department must demonstrate sufficient knowledge about DST's rules before the authorization agreement can be signed by the department. Demonstration of sufficient knowledge typically involves a conversation with the head of department or his/hers representative on this matter.
- (d) Project leaders must make sure that only active project participants have access to DST's servers and revoke access from inactive participants immediately.

- (e) Project participants who have not previously participated in projects at DST owned by the department must be able to demonstrate sufficient knowledge about DST's rules before the authorization agreement can be signed by the department. Demonstration of sufficient knowledge typically involves a conversation with the head of department or his/hers representative on this matter.
- (f) As default, only faculty in permanent positions (i.e. (associate) professors and senior researchers) at the department can transfer data from DST's servers. Dispensation can only be granted by the department head.

External researchers

- (g) External researchers can only obtain access if they are working actively (i.e. coauthoring) together the project leader, i.e. with a researcher employed at the department.
- (h) External researchers cannot transfer data from DST's servers.
- (i) The project leader must prepare a *Data Processing Agreement* to be signed by the external researcher and the department. An example of such an agreement can be obtained from the head of department or his/hers representative on this matter.