

## Instructions for filling in the application for licence to use statistical data

Additional information is available from Statistics Finland's Research Services ([tutkijapalvelut@stat.fi](mailto:tutkijapalvelut@stat.fi)).

### General

Data collected by Statistics Finland for statistical purposes may be released for purposes of scientific research and statistical surveys on society. The data may not be used for administrative, monitoring or other similar purposes. The applicant for a licence must specify the purpose for which the statistical data are to be used and the data requested from Statistics Finland, and any other statistical data that will be used. Unit-level data files are always applied for with a licence application which can be filled in by means of these instructions.

### Application type

**New licence:** no licence has yet been granted for the data file and its intended use

**Extension of licence (or extension of data file):** application for change of an already granted licence. The change can concern a new data file from Statistics Finland or new selection years of the data file according to the granted licence, the need to link other authorities' data files or extension of intended use (e.g. a new sub-project).

**Addition of user:** change in users of a granted licence, or the user's organisation changes

**Continuation of licence:** application for additional time to a granted licence

An extension, addition of user and/or continuation can be applied for at the same time with one application. The reference number of the previous decision must be added.

### Sending of application

The signed application and its appendices are submitted to the Registrar's Office of Statistics Finland either scanned to [kirjaamo@stat.fi](mailto:kirjaamo@stat.fi) or by post to Registrar's Office, FI-00022 STATISTICS FINLAND.

### The application must include following information

#### 1. Applicant

The applicant for licence to use statistical data is an organisation and a named person, for example, the researcher responsible for the research. Applications may also be filed by an individual researcher. If the specific person(s) changes or transfers to another organisation and wishes to continue the research there, a licence application must be filed again.

If necessary, several organisations/persons can be mentioned as the applicant, for example, if it is cooperative research.

In continuation/extension applications the applicant is a person to whom the previous licence was granted.

The decision is submitted to the applicant by email. If necessary, an alternative contact person can be given.

#### 2. Invoicing details

The online invoicing address for organisations (if not in use, give the postal address) and the reference possibly required by your organisation. If the payer of the invoice is a private person (e.g. a personal grant), give the home address.

The price of the decision on user licence is EUR 500 + VAT, which is invoiced for decisions made even though the request for the data file would lapse for some reason. After a positive decision on user licence an agreement is made, where the payer of the data file is defined and the costs are agreed upon.

### 3. Names of persons who will be handling the data

Those handling the data are all persons handling/viewing Statistics Finland's data file (or unit-level data derived from it) with direct or indirect identifiers.

Each of them has to sign Statistics Finland's pledge of secrecy (a separate form, names are not collected on one paper).

On persons handling the data, the following information should be given: **forename, surname, organisation, email, telephone number**.

If it is a remote access project and remote access identifiers will not be opened for all those taking part in handling the data file, specify the users here.

#### **Application for a user licence for new users only:**

Under the names of persons who will be handling the data you can mention only the new users of the data file if all persons with a licence already granted are included in the licence to be updated. It is the responsibility of the licence applicant/recipient that all persons using the data file are mentioned in the valid user licence.

### 4. Intended use of the data

The user licence is granted for a specified purpose that may be scientific research or a statistical survey. Cause of death data can also be released for authorities' planning and investigation (then select on the application "statistical survey").

In addition to the name of the project, a standard language description of a few sentences is needed about the intended use of the data requested from Statistics Finland. More detailed reasons/justifications for the requested data file should appear from the appended summary of the research plan of the research or the statistical survey.

### 5. Data requested from Statistics Finland

All data requested from Statistics Finland should be reported as precisely as possible (a more extensive request for data, e.g. a variable list, can be appended to the application where necessary). One or more sections are filled in depending on the content of the data request.

Ready-made data files are described in the Taika data catalogue (<https://taika.stat.fi/>), you can ask further information about other available data from Research Services ([tutkijapalvelut@stat.fi](mailto:tutkijapalvelut@stat.fi)).

#### **A. Microsimulation**

Basic data files include the SISU microsimulation model, SISU registration data, real estate tax data, separate data on dividends and separate data on employer contributions. Users of the SISU model have access to data files for all the produced years.

If you wish to have for your simulation use such as consumer survey data or income distribution service data, give the name of the data in the designated section. Separate pricing is applied for other than basic data files.

#### **B. Ready-made data files / service data files**

The name of the data file is sufficient.

When the data request concerns total personal data, the need for total data should be justified separately.

### **C. Register variables (or topic) / other data (e.g. aggregated data file)**

Write down the data request as precisely as known at the time of the application. For example, causes of death data (database variables or copies of death certificates), variables produced with identifiers by virtue of the Statistics Act, Statistics Finland's other data files on which there are no ready-made data files or aggregated table data subject to user licence.

Please notify which year's data are requested. The data files get updated at different times.

## **6. Other authorities' data**

Please report other than Statistics Finland's data files used in the research and the authority whose data are concerned. All data files must be reported regardless of where the data files are combined.

Only data files whose licence has been submitted to Statistics Finland for viewing can be transferred to remote access use.

## **7. Estimated duration of use of the data file**

The licence application must specify the estimated time of use of the data file required for the purpose intended. The user licence is granted at a time for at most a five-year term for which an extension can be sought.

After the end of the validity of a user licence the researcher no longer has access to remote access use.

The data file released and all copies and intermediate files from it must be destroyed after the licence expires, and it must be reported to the Research Services.

## **8. Publicity of the application documents**

According to Section 24, Paragraph 1, Sub-paragraph 21 of the Act on the Openness of Government Activities (621/1999), documents concerning the basic materials for a dissertation or other scientific study, technological or other development project, or the assessment of the same, unless it is obvious that access will not cause inconvenience to the completion of the dissertation, study or development project or their exploitation, its appropriate assessment or the person carrying out the research, nor to the person commissioning the study or development project.

The application for licence to use data must be written so that it does not contain confidential data. Where necessary, confidential data (such as a research plan) are appended to the application.

In the application phase, **no data files must be submitted** to Statistics Finland (such as the target population's personal identity codes).

## **9. Method of using the data file**

The data file used in the Fiona remote access system is pseudonymised, which means that direct identification is prevented from the data file. Ready-made data files can be used only in remote access use.

The data file released to an organisation is as a rule less detailed sample data from which indirect and direct identification is prevented. Data files to be released are such as various service data files.

Identification data can be left undeleted when the applicant requests cause of death data (data derived from the death certificate) or variables: age, sex, education, occupation, socio-economic

group. An additional requirement for release with identification is that the release of the data in identifiable form is necessary for the research and the data protection description on the data file (account/description of data processing) has been submitted to Statistics Finland for viewing.

If the data file is also meant to be used outside Finland, the organisation and country in question are named separately.

A user licence can be granted abroad only to EU/EEA countries and to countries whose data protection level has been deemed sufficient by the EU.

## 10. Appendices

Commitments related to remote use are not submitted in connection with the application.

In continuation/extension applications, there is no need to submit again an appendix that was already submitted in connection with the original application and which has not changed.

Mandatory appendices to every new application:

### **Pledges of secrecy**

The pledge of secrecy must be signed on Statistics Finland's form. If the pledge of secrecy has been submitted earlier in connection with another application, it need not be submitted again. The pledge of secrecy is specific for each organisation, that is, when the organisation changes, the person must submit a new pledge of secrecy. Each person in the research project signs their own pledges of secrecy, the names are thus not collected on one form.

### **Summary of the research plan/the plan of the statistical survey**

No plan is needed on microsimulation.

A summary of a few pages with reasons for the intended use of the data file applied for, including at least the following:

- Purpose and goals of the research project
- Implementation of the research project: research data, methods, schedule

Appendices where necessary:

### **Data protection description (register description)**

Must be submitted always when the intended use of the data file is a released data file (i.e. the data file is released with direct identifiers) or when register data are planned to be linked to a survey.

### **Licences of other authorities**

When the data selection is made for the target population submitted by the applicant (or the target population's personal identity codes have been obtained elsewhere than from Statistics Finland), the licence applicant must submit for viewing the licence/s based on which the release has been made of the personal data to which Statistics Finland's data are linked.

If other authorities' unit-level data files are transferred to remote access use, the licences granted by them must be submitted for viewing before taking the data files to remote access use.

### **Free-form organisation-level account of the use and processing of the data file abroad**

Must be submitted always when the intended use of the data file is a released data file and it is used in some foreign organisation.

### **Model for an information/consent form of the research subject**

Must be submitted for viewing when Statistics Finland's data are planned to be linked to survey data.

## 11. Date and signatures

The signatory is the same as the person named as the applicant and where necessary (depending on the applicant's position), also the signature of the representative of the applicant organisation. The applicant's organisation is responsible for signature rights. Data costs are defined only in a separate agreement made after granting the user licence.