

## **Guide for requesting access to confidential data for scientific purposes**

### **Applicant details**

**1. Head researcher (or principal investigator)**

Name and surname, position, affiliation (organisation), postal address where the research is carried out and postal address/e-mail address/contact telephone number of the applicant.

**2. Other researchers with access to confidential data for scientific purposes**

Names and surnames, positions, affiliations (organisations), postal address where the research is carried out and the postal addresses/e-mail address/contact telephone numbers of each researcher.

**3. The CV of the head researcher and the CVs of the other researchers who will have access to the data, as well as the explicit support of the research centre** (imperative if data in medium- or high-risk secure-use files is to be accessed).

**4. Contact person at the research centre**

Name, position, affiliation, postal address/email address/contact telephone number.

### **Detailed description of proposed research**

**1. Context and objective of the proposed research**

A summary of the context and objectives of the research to be carried out, with particular emphasis on the intended use and usefulness of the information contained in the data that are the subject of the request. In addition, the estimated time (in months) for making use of all the information contained in the confidential data files requested should be indicated.

Furthermore, it is also necessary to state the type of numerical or quantitative results that are expected to be published as a result of the research, especially in terms of new magnitude or frequency tables, multidimensional analyses or modelling that may uniquely identify individuals, as well as the additional statistics that will characterise the final conclusions.

## **2. Description of the data requested**

You must specify the sources (statistical, administrative or otherwise) of the data requested and describe all continuous and categorical variables of interest (with their modalities or categories), including their population and territorial scope. The reasons why the research objectives cannot be achieved without access to and processing of confidential data should also be named.

You should state whether it will be necessary to have all of the individual records and field variables contained in the data file requested, in order to delimit the scope and proportionality of the information provided for research purposes, including the time series, if applicable. In any case, we advise listing the variables and fields by order of priority to the research to be carried out.

Finally, you should indicate whether it will be necessary to keep or establish individual identifiers for each record for analysis or for any further processing (pseudonymisation).

## **3. Type of processing to which transmitted data is to be subject**

You will need to explain the main quantitative methods or any other processing to which the individual data requested will be subject (in isolation or with other data), in order to determine the statistical disclosure control methods most favourable to the research envisaged.

Therefore, you should indicate your preferences regarding any possible reductions in the dimensions of the information with respect to masking or perturbation of some of the individual data.

## **4. Other available statistical, administrative or private sources of information**

You should list each of the individual sources of information (of statistical, administrative or private origin, whether public or restricted access) already available or to be made available to the researcher/research team for the work to be done, referring to populations identical or similar to the population described in the data file, and with the description of each variable (continuous or categorical) included.

You should also indicate whether you plan to match, merge or combine individual records between different data sources or files already available, including the data to which access is requested.

Finally, you should specify when customised tabulations or other specific results (which have not necessarily been made public) referring to the population described in the data file that

Idescat or other organisations have previously provided to the researcher/research team may be made available.

## **5. Security measures for data processing and storage**

You will need to specify the physical security of the research centre's premises/facilities, its computer system and, most especially, the physical security which is or will be available to the researcher/research team for the research, bearing in mind that confidential data for scientific purposes should be used only on the premises of the research centre.

You should detail how the computer network is isolated from the rest of the organisation and the outside world, explain how sensitive data is to be securely stored in these facilities, and define the measures in place to monitor access to the data.

It should be noted that, as a general rule, confidential data should be stored on password-protected computer equipment and access should be restricted to authorised researchers. Intermediate analysis results including confidential data should be stored in a protected environment.

## **6. Calendar of planned publications for research dissemination**

You should specify the timetable for the main phases of the research, indicating the final deadline. Also state in which media and environments (digital or print) you plan to disseminate your future results, including presentations in any format.

### **Information on data protection**

Data controller: Statistical Institute of Catalonia

Purpose: Your data will be processed for the management derived from the processing of requests for statistical information for scientific purposes.

Rights of the data subject: You may access your data, request its rectification or erasure, and oppose or restrict its processing by sending your request to Idescat by email at [adpd@idescat.cat](mailto:adpd@idescat.cat) or by post to Via Laietana 58, 08003, Barcelona, providing proof of your identity.

Additional information: Please refer to the [data protection policy](#).