

National Data Archive

Application for Access to a Licensed Dataset

Title and reference number of the dataset(s) you are requesting (use the exact title and reference number as listed in our survey catalog):

Instructions

This form is to be mailed or faxed to the National Data Archive, with a cover letter printed on the sponsoring agency letterhead.

Mail to: [address]
 [address]
 [address]

Fax to: [*fax number, with country and area code*]

E-mail scanned copy to: [*email address*]

Access to licensed datasets is only granted when there is a legally registered sponsoring agency (university, company, research centre, national or international organization, etc.).

Requests are reviewed by our data release committee. If approved, you will be provided with the data and documentation on CD-ROM/DVD or through secure ftp server.

Information you provide in this form will not be shared with others, unless a breach to the legal agreement is confirmed in which case the National Data Archive may inform partner data archives.

Terms

In this agreement,

- 1 *'Primary Data Investigator'* refers to the investigator who serves as the main point of contact for all communications involving this agreement. The Primary Data Investigator assumes all responsibility for compliance with all terms of this Data Access Agreement by employees of the receiving organization.
- 2 *'Other Investigators'* refers to individuals other than the *Principal Investigator*, including research assistants, who will have access to the restricted data.
- 3 *'Receiving Organization'* refers to the organization / university / establishment which employs the *Primary Data Investigator*.
- 4 *'Representative of the Receiving Organization'* refers to an individual who has the authority to represent the *Receiving Organization* in agreements of this sort.

Section C. Receiving Organization

| | |
|----------------------------|---|
| Organization name | |
| Type of organization | <input type="checkbox"/> Line ministry / public administration <input type="checkbox"/> University <input type="checkbox"/> Research centre <input type="checkbox"/> Private company <input type="checkbox"/> International organization <input type="checkbox"/> Non-governmental agency (national) <input type="checkbox"/> Non-governmental agency (international) <input type="checkbox"/> other (specify) _____ |
| Organization website (URL) | |
| Postal address | |

Section D. Representative of the Receiving Organization

| | |
|----------------------------------|-----------------------|
| First name | |
| Last name | |
| Title | Prof/ Dr/ Mr/ Mrs/ Ms |
| Position in organization | |
| Postal Address | |
| Telephone (with country code) | |
| Fax (with country code) | |
| E-mail | |

Section E. Description of intended use of the data

Please provide a description of your research project (project question, objectives, methods, expected outputs, partners). If information is insufficient, your request may be rejected or additional information will be asked. This information may be provided in an attached appendix to this request.

List of expected output(s) and dissemination policy

Will you need to merge the dataset with other data? YES NO

If YES specify all other datasets that will need to be merged. ←

Section F. Identification of data files and variables needed

The National Data Archive provides detailed metadata on its website, including a description of data files and variables for each dataset. Researchers who do not need access to the whole dataset may indicate which subset of variables or cases they are interested in. As this reduces the disclosure risk, providing us with such information may increase the probability that the data will be provided.

This request is submitted to access:

- The whole dataset (all files, all cases)
 - A subset of variables and/or cases as described below (note that variables such as the sample weighting coefficients and records identifiers will always be included in subsets):
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Section G. Data access agreement

The Primary Data Investigator, the Other Investigators, and the Representative of the Receiving Organization agree to comply with the following:

- 1 Access to the restricted data will be limited to the Primary Data Investigator and Other Investigators.
- 2 Copies of the restricted data or any data created on the basis of the original data will not be copied or made available to anyone other than those mentioned in this Data Access Agreement, unless formally authorized by the National Data Archive.
- 3 The data will only be processed for the stated statistical purpose. They will be used for solely for reporting of aggregated information, and not for investigation of specific individuals or organizations. Data will not in any way be used for any administrative, proprietary or law enforcement purposes.
- 4 The Primary Data Investigator must state if it is there intention to match the restricted microdata with any other dataset. If any matching is to take place, details must be provided of the datasets to be matched and of the reasons for the matching. Any datasets created as a result of matching will be considered to be restricted and must comply with the terms of this Data Access Agreement.
- 5 The Primary Data Investigator undertakes that no attempt will be made to identify any individual person, family, business, enterprise or organization. If such a unique disclosure is made inadvertently, no use will be made of the identity of any person or establishment discovered and full details will be reported to the National Data Archive. The identification will not be revealed to any other person not included in the Data Access Agreement.
- 6 The Primary Data Investigator will implement security measures to prevent unauthorized access to licensed microdata acquired from the National Data Archive. The microdata must be destroyed upon the completion of this research, unless the National Data Archive obtains satisfactory guarantee that the data can be secured and provides written authorization to the Receiving Organization to retain them. Destruction of the microdata will be confirmed in writing by the Primary Data Investigator to the National Data Archive.
- 7 Any books, articles, conference papers, theses, dissertations, reports, or other publications that employ data obtained from the National Data Archive will cite the source of data in accordance with the citation requirement provided with the dataset.
- 8 An electronic copy of all reports and publications based on the requested data will be sent to the National Data Archive.
- 9 The original collector of the data, the National Data Archive, and the relevant funding agencies bear no responsibility for use of the data or for interpretations or inferences based upon such uses.
- 10 This agreement will come into force on the date that approval is given for access to the restricted dataset and remain in force until the end date of the project or an earlier date if the project is completed ahead of time.

- 11 If there are any changes to the project specification, security arrangements, personnel or organization detailed in this application form, it is the responsibility of the Primary Data Investigator to seek the agreement of the National Data Archive to these changes. Where there is a change to the employer organization of the Primary Data Investigator this will involve a fresh application being made and termination of the original project.
- 12 Breaches of the agreement will be taken seriously and the National Data Archive will take action against those responsible for the lapse if wilful or accidental. Failure to comply with the directions of the National Data Archive will be deemed to be a major breach of the agreement and may involve recourse to legal proceedings. The National Data Archive will maintain and share with partner data archives a register of those individuals and organizations which are responsible for breaching the terms of the Data Access Agreement and will impose sanctions on release of future data to these parties.

Signatories

The following signatories have read and agree with the Data Access Agreement as presented in Section G above:

The Principal Data Investigator

Name _____ Signature _____ Date _____

The Representative of the Receiving Organization

Name _____ Signature _____ Date _____