



REPUBLIKA HRVATSKA
DRŽAVNI ZAVOD ZA STATISTIKU

CONDITIONS AND TERMS OF USING

CONFIDENTIAL STATISTICAL DATA FOR SCIENTIFIC PURPOSES

1 CONDITIONS FOR ACCESS TO CONFIDENTIAL STATISTICAL DATA FOR SCIENTIFIC PURPOSES

The Application for the use of confidential statistical data for scientific purposes (hereinafter: the Application) can be submitted by:

- **research entities** – legal entities performing a scientific research activity, or scientific research units within a legal entity which must be self-contained and independent in formulating scientific conclusions and separated from the scope of activity of the legal entity to which they belong;

The Application shall be accompanied by the following **evidence**:

- a) proof that a legal person is registered to carry out a scientific research activity (extract from the judicial register or extract from the register of the country of the business establishment of the legal entity outside the Republic of Croatia showing the performance of a scientific research activity or an extract from the records of the European Commission (Eurostat) of recognised research entities carrying out statistical analyses for scientific purposes
- b) organigram of the applicant
- c) proof that the researcher at the research entity, who will have access to confidential data in the status of scientist or doctoral student, enrolled in the postgraduate university doctoral study at the research entity (extract from the Register of Scientists with the competent registry in the Republic of Croatia, certificate of doctoral candidate status, extract/certificate of the status of scientist for scientists outside the Republic of Croatia)
- d) list of publications published by the entity requesting access and list of research projects in which he or she participated
- e) a description of measures for data protection and keeping at the access point, computer system or other medium on which the confidential statistical data to be used will be stored.

The Applications shall be examined by the Statistical Confidentiality Committee of the Croatian Bureau of Statistics.

2 MODES OF ACCESS TO CONFIDENTIAL STATISTICAL DATA FOR SCIENTIFIC PURPOSES

Access to confidential statistical data for scientific purposes may be made available in one of the following modes:

- in the “safe room”

In the “safe room”, access is available to confidential statistical data which prevent the direct identification of the statistical unit and which may be further protected by methods to minimise the risk of disclosure of the statistical unit. When working in the “safe room”, researchers must follow instructions for working with confidential statistical data provided to them before starting their work.

The “safe room” is located in the premises of the Croatian Bureau of Statistics, Branimirova 19, Zagreb. Work in the “safe room” is allowed from Monday to Friday from 08:30 a.m. to 3:30 p.m.

- “remote access”

Remote access to data allows access to confidential statistical data which, in addition to preventing them from directly identifying the statistical unit, may be further protected by a method to minimise the risk of disclosure of the statistical unit. During remote data access, researchers must follow instructions for working with confidential statistical data provided to them before starting their work.

When working in the “safe room” and in the “remote access” mode, the following statistical analysis programmes are available to researchers: SAS, StataSE, RStudio, PS IMAGO PRO and Microsoft Office.

- on a portable storage medium

Access on a portable storage medium allows access to confidential statistical data which is, in addition to the fact that the direct identifier has been removed from it, protected by a method to reduce the risk of disclosure of the statistical unit (anonymised data).

Access to data on a portable storage medium shall allow access to databases of the following statistical surveys:

- Labour Force Survey (LFS)
- Income and Living Conditions Survey (SILC)
- Household Budget Survey (HBS)
- Community Innovation Survey (CIS)
- Annual Survey on Usage of Information and Communication Technologies in Households and by Individuals (IKT-DOM).

The Croatian Bureau of Statistics decides on the mode of accessing confidential statistical data for scientific purposes, taking into account the detail and “sensitivity” of the statistical data to which access is requested.

3 SUBMISSION AND RESOLVING APPLICATIONS FOR THE USE OF CONFIDENTIAL STATISTICAL DATA

The Application is submitted to the Croatian Bureau of Statistics, the Customer Relations and Data Protection Department, on the form available on the [website](#) of the Croatian Bureau of Statistics, in

writing or by e-mail (scanned to the e-mail address stat.info@dzs.hr). The Application must be completed in full and signed by the person in charge of the research entity. The annexes attached to the Application shall not be older than 90 days from the date of submission of the Application.

Contract on the use of confidential statistical data for scientific purposes

The Croatian Bureau of Statistics and the research entity whose Application has been granted shall conclude a Contract on the use of confidential statistical data for scientific purposes. The Contract contains data on each individual researcher who will have access to confidential statistical data. Researchers granted access to confidential statistical data shall sign a Confidentiality Declaration and commit to the protection and confidentiality of the statistical data they access. The Confidentiality Declaration is submitted on the form available on the website of the Croatian Bureau of Statistics and is an integral part of the Contract on the use of confidential statistical data for scientific purposes.

Use of confidential statistical data for scientific purposes

Access to confidential statistical data for scientific purposes shall be granted to researchers whose names are listed in the Contract on the use of confidential statistical data for scientific purposes. The research entity shall be responsible for taking all necessary legal and administrative measures to protect confidential statistical data made available to it under the Contract on the use of confidential statistical data for scientific purposes.

After the completion of the research project, the research entity is obliged to provide the Croatian Bureau of Statistics with all links to published research results, in which confidential statistical data to which access was granted were used.

The costs

The costs of access, preparation, processing and control according to the Application shall be settled by the research entity requesting access to confidential statistical data, according to the [Price list of publications and services of the Croatian Bureau of Statistics](#).

Delivery of output data to the user

The outputs of statistical analyses carried out in the “safe room” and in the “remote access” mode shall be checked before being sent to the user to ensure statistical confidentiality. Results that do not allow the identification of statistical units shall be sent to the user by e-mail within 15 working days from the date of completion of the work with the data.

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