

REPUBLIC OF RWANDA



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Microdata Release Policy

Kigali, August 2012

I. Preamble

The NATIONAL INSTITUTE OF STATISTICS OF RWANDA (NISR) plays the leading role in improving capacity to use evidence-based information for decision-making for the benefit of Rwanda. It accomplishes these goals by coordinating national efforts to collect and compile reliable data and to analyze, disseminate and archive data within an integrated and sustainable framework. These objectives are achieved by disseminating a wide range of information and data products.

This policy addresses the conditions and the manner in which anonymised microdata files may be released to users for research purposes while ensuring that the confidentiality of information provided by respondents is respected.

II. Objective

The objective of this policy is to define the nature of the anonymised microdata files that will be released, the intended use of these files and the conditions under which these files will be released.

III. Rationale and Authority

The NISR aims to support research and teaching about the economic and social conditions of the Rwandan population. In particular, this policy aims to support the needs of specialized researchers and students to by providing anonymised microdata files to be used strictly for research and educational purposes. The output from this type of research forms the basis for decision-making about policies and programs in Rwanda while exposing students to actual, current data.

Furthermore, the access by researchers to microdata is a way of increasing the returns on the high cost of collecting official statistics and enabling the use of best quality of data which could lead to the expected outputs. Conversely, if researchers do not have access to relevant official statistical data, there is the risk that they will collect their own data, which will often be with smaller samples and of inferior quality relative to official surveys.

Under the provisions of Article 21 of the Organic Law No.01/2005 of 14/02/2005 on the organization of statistical activities in Rwanda it is stated that:

“Data collected by the services of the national statistical system through surveys or any other method of collection are protected by statistical confidentiality. Statistical confidentiality implies that the dissemination of such data as well as statistical data which can be calculated from them, shall be conducted in a way that those who provided it are not identified whether directly or indirectly.”

This policy will identify the types of statistical products that will be released by NISR to ensure that respondent confidentiality is preserved while meeting the needs of researchers and students.

IV. Policy Statement

Microdata files will only be made available for statistical purposes when:

- The Director General has received the advice of the **Microdata Release Committee** and is satisfied that all reasonable steps have been taken to prevent the identification of individual respondents,
- the release of the data will substantially enhance the analytic value of the data that have been collected,
- for all but purely public files, researchers disclose the nature and objectives of their intended research, and
- the researchers have agreed to an appropriate undertaking regarding the manner in which the files can be used.

See Appendix A for definitions of terms used in this policy.

V. Classes of users

The NISR recognizes that micro-data files are intended for specialized users with advanced quantitative skills. This policy distinguishes among the following classes of users:

- Policymakers and researchers employed by line-ministries and planning departments who are engaged in the development of regional and national strategies and programs including the monitoring and evaluation of these programs ,

- national strategies and programs including the monitoring and evaluation of these programs ,
- international agencies involved in the conduct of special studies aimed at identifying development to support opportunities and development programs and infrastructures within Rwanda,
- research and academic institutes involved in social and economic research,
- students and professors mainly engaged in educational activities, and
- other users who are involved in conducting scientific research (to be approved on a case by case basis)

VI. Notes on Degree of Anonymization and Types of Files

Files may be anonymised using a variety of technics including removing variables, removing records, global recoding, top and bottom recoding and local suppression.

There are two types of anonymized files that are covered under the terms of this policy. The major differences between these files are the levels of geographic and characteristic detail. The file types are:

- **Public Use Files (PUFs):** Microdata files that are disseminated for general public use. They have been highly anonymised by removing the names and addresses and by collapsing geographic and respondent characteristic details to ensure that identification of individuals is highly unlikely. These files are made available for downloading from NISR website to individuals who identify themselves by name, provide their email addresses and agree to abide by the terms and conditions appropriate for a PUF (See Appendix B).
- **Licensed files:** These files require that there be a signed agreement between NISR and major users to permit them to access data files that are less highly anonymized and/or more sensitive than PUFs. For these files, all individual identifiers have been removed and some characteristic details may be collapsed or removed. Licensing agreements are only entered into with bona fide users working for registered organizations. The primary and secondary researchers must be identified by name and a responsible officer of the organization must co-sign the license agreement (See Appendix C).

VII. Notes on Access Methods

The files to be disseminated will have been documented/curated. This ensures that the files are well-documented for users. PUFs can be freely accessed from the NISR website by users after they have registered online and agreed to the terms and conditions contained in the license. See Appendix B

Licensed files require that there be a signed agreement between NISR and major users to permit them to access data files that are more detailed (and thus less well anonymised). Licensing agreements are only entered into with bona fide users working for registered organizations. The primary and secondary researchers must be identified by name and a responsible officer of the organization must co-sign the license agreement. The files may be transferred to the users via online methods or on digital media such as a DVD or by secure FTP (File Transfer Protocol).

The decisions on the access to confidential micro data are made are based on the provisions of the NISR. In cases when microdata are released to individuals or institutions, its authorization is granted to a specific person representing the institutions. In order to grant an authorization, NISR evaluates the proposal of organization carefully by considering the credibility and educational standards among the applicants.

An online application for an authorization to use data must be submitted to the NISR in which the applicant specifies the purpose for which the statistical data are to be used.

When considering the granting of an authorization to use basic data, the NISR determines whether the data can be processed in-house by the applicant. Even if the microdata sought by the researcher are available on NISR website, a direct access to these licensed files has to be authorized by introducing a password which could be accessed on request.

VIII. Timing and Release Policy

Recognizing the important needs of users and the importance of timely data, the NISR will strive to release documented micro-data files within 6-24 months after the first release of data from a survey/census.

IX. Cost Recovery

It is the policy of the NISR to encourage broad use of its products by making them affordable for users. Accordingly, the NISR attempts to ensure that the costs of creating anonymized microdata files are built-in to the survey budget. At the same time, the NISR attempts to recover costs associated with the provisions of special services that benefit only a specific group.

The following cost-recovery principles will apply to the dissemination of microdata files.

- Public use files posted in the NISR data server for broad download will be available without charge.
- Licensed data files will be made available to survey sponsors without charge providing that the cost of preparing the files is part of the survey budget.

X. Responsibilities

The NISR is responsible for producing quality, relevant and timely statistics within the constraints of their budgetary means. It will release microdata files conforming to international standards of statistical confidentiality for statistical and research purposes. The Organic Law No.01/2005 of 14/02/2005 prohibits employees of the NISR from disseminating information related to an enterprise or an establishment and the individual he or she may know during his or her job or in relation to his or her activities.

Users of the files disseminated by the NISR are required to abide by the terms and conditions under which they are granted the right to access and use these files. Attempts to re-identify respondents are expressly forbidden. Breaches to the undertaking by users may result in the loss of access to files for the individual or in the case of licensed files, for the entire organization.

XI. Further Information

For further information about access to microdata, please contact

Director of Statistical Methods, Research and Publication

Mr. Dominique HABIMANA (email: dominique.habimana@statistics.gov.rw)

Appendix A: Definitions

- **Microdata** are defined as files of records pertaining to individual respondent units. Microdata files for dissemination purposes are those in which all direct and indirect identifiers have been removed through various anonymisation procedures.
- **Anonymisation** refers to the process of removing direct and indirect identifiers from survey, census or administrative data files to conceal the characteristics and the identity of individual respondents.
- **Direct identifiers** include such information as names, addresses or other direct personal identifiers which must be removed from all files made available to users.
- **Indirect identifiers** refer to characteristics which are shared with several other respondents and when combined with other information, can lead to compromising the identity of the respondent.
- **Microdata Review Committee** refers to the committee of senior officials who guide the release of microdata files, review the files prior to release and make recommendations to the Director General regarding the release of the files.
- **Dissemination** refers to the act of making microdata files and supporting metadata available for access and use with the data.
- **Dissemination Unit** refers to the person or group within the NISR that is responsible for facilitating the dissemination of the files and responding to users' enquiries.

Appendix B:Terms: Terms and conditions of use of public data files

Users of Public Use Files (PUF) may access these data files and supporting documentation from the NISR website by agreeing to respect the terms and conditions shown below. Users must agree to these terms by completing a web-based registration form found on the website:

<http://microdata.statistics.gov.rw/index.php/auth/register>.

1. The data and other materials provided by the NISR will not be redistributed or sold to other individuals, institutions, or organizations without the written agreement of the NISR.
2. The data will be used for statistical and scientific research purposes only. They will be used solely for reporting of aggregated information, and not for investigation of specific individuals or organizations.
3. No attempt will be made to re-identify respondents, and no use will be made of the identity of any person or establishment discovered inadvertently. Any such discovery would immediately be reported to the NISR.
4. No attempt will be made to produce links among datasets provided by NISR, or among data from the NISR and other datasets that could identify individuals or organizations.
5. Any books, articles, conference papers, theses, dissertations, reports, or other publications that employ data obtained from the NISR will cite the source of data in accordance with the Citation Requirement provided with each dataset.
6. An electronic copy of all reports and publications based on the requested data will be sent to the NISR.
7. The original collector of the data, the NISR or other agencies comprising the National Statistics System, and the relevant funding agencies bear no responsibility for use of the data or for interpretations or inferences based upon such uses.

Appendix C: Form for access to licensed file from the National Institute of Statistics of Rwanda (NISR)

Application for Access to a Licensed Dataset

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

Instructions

This form is to be mailed or faxed to the NISR, 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 (government ministry, university, 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 NISR may inform partner statistical agencies in other countries.

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 A. Primary Data Investigator

First name

Last name

Title

Prof/ Dr/ Mr/ Mrs/ Ms

Organization

Position in organization

Postal address

Telephone (with country code)

Fax (with country code)

E-mail

Please provide a recent CV for the Principle Data Investigator.

Section B. Other Investigators

Provide names, titles, and affiliations of any other members of the research team who will have access to the restricted data.

Name (last / first) Position Affiliation

Section C. Receiving Organization

Organization name

Type of organization

- Line ministry / public administration
- University
- Research centre
- Private company
- International organization
- Non-governmental agency (national)
- Non-governmental agency (international)
- 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 (research question, objectives, methods, expected outputs, partners). If information is insufficient, your request may be rejected or additional information will be requested. This information may be provided in an attached appendix to this request.

List of expected output(s) and dissemination policy

Section F. Identification of data files and variables needed

The NISR 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 are of interest. 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).

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 NISR.
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 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 NISR. The identification will not be revealed to any other person not included in the Data Access Agreement.
5. The Primary Data Investigator will implement security measures to prevent unauthorized access to licensed microdata acquired from the NISR. The microdata must be destroyed upon the completion of this research, unless NISRobtains 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 NISR.

6. 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.
7. An electronic copy of all reports and publications based on the requested data will be sent to the NISR
8. The original collector of the data, the NISR, and the relevant funding agencies bear no responsibility for use of the data or for interpretations or inferences based upon such uses.
9. 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.
10. 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 NISR 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.
11. Breaches of the agreement will be taken seriously and the NISR will take action against those responsible for the lapse if wilful or accidental. Failure to comply with the directions of the NISR will be deemed to be a major breach of the agreement and may involve recourse to legal proceedings. The NISR 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.

5. The data will be used for statistical and scientific research purposes only.
6. The data will be used solely for reporting of aggregated information, and not for investigation of specific individuals or organizations.
7. No attempt will be made to identify respondents, and no use will be made of the identity of any person or establishment discovered inadvertently. Any such discovery would immediately be reported to the NISR.
8. No attempt will be made to produce links among datasets provided by the NISR with other datasets that could identify individuals or organizations.
9. Any books, articles, conference papers, thesis, dissertations, reports, or other publications that employ data obtained from the NISR would cite the source of data in accordance with the citation statement provided with the dataset.
10. An electronic copy of all reports and publications based on the requested data will be sent to the NISR.
11. Data obtained from NISR are protected by copyright law and therefore not for redistribution or sale.



Yusuf MURANGWA
Director General



NISR DATA SET REQUEST WORKFLOW

1. Online User Registration (User who needs to access or to download data on NADA/Rwanda should have to register and his/her account is remaining disabled until its activation by Administrator);

User Registration

First Name *

Last Name *

Email Address *

Company

Phone

Country *

 ▼

Password *

Password Confirm *

Math question *

1 + 1 =

Provide an answer to the above math question

2. NADA/Rwanda Administrator may have to activate the account of the user who registered;

☐	nada test registration example	nadatest@gmail.com	USER	DISABLED	Bangladesh	test	08-13-2012	Edit Delete
--------------------------	--------------------------------	--------------------	------	----------	------------	------	------------	---

Showing 1-13 of 13

Here NADA/Rwanda Administrator can Enable, Delete the user registration if there is unclear information.

Edit user account

Username *

nada test registration exa

Email Address *

nadatest@gmail.com

First Name *

Nada test

Last Name *

Registration Example

Company *

test

Phone *

345555

Country

Bangladesh

Leave the password fields blank to keep the current password

Password *

Password Confirm *

User account status?

☐ Active ☒ Blocked

Select user group

User

3. Once the account is activated, a user can complete the form which is requesting data and this request is still pending till it is approved

Application for Access to a Licensed Dataset

Fields marked with * are mandatory.

The information provided on this page will be kept confidential and will be used for internal purposes only

First Name Donth
Last Name NKUNDIMANA
Organization MISR
Email donath.nkundimana@statistics.gov.rw
Dataset requested RWA-MISR-CFSVAIS-2009-v01 - Comprehensive Food Security and Vulnerability Analysis and Nutrition Survey 2009

This form must be filled and submitted by the Lead Researcher. Lead Researcher refers to the person who serves as the main point of contact for all communications involving this agreement. Access to licensed datasets will only be granted when the Lead Researcher is an employee of a legally registered receiving agency (university, company, research centre, national or international organization, etc.) on behalf of which access to the data is requested. The Lead Researcher assumes all responsibility for compliance with all terms of this Data Access Agreement by employees of the receiving organization.

This request will be reviewed by a data release committee, who may decide to approve the request, to deny access to the data, or to request additional information from the Lead Researcher. A signed copy of this request form may also be requested.

This request is submitted on behalf of

* Receiving organization name

Receiving Organization refers to the organization/university/establishment which employs the Lead Researcher

Organization Type

Line ministry/public administration

If other, specify:



If other, specify:

* Postal address

* Telephone (with country code)

Fax (with country code)

* Intended use of the data:

Please provide a short description of your research project (project question, objectives, methods, expected outputs, partners)

List of expected output(s) and dissemination policy

Expected completion date (DD-MM-YYYY) of the research project:

Data matching

Will you need to merge the dataset with other data? No

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

Research team members (other than the Lead Researcher)

Provide names, titles, and affiliations of any other members of the research team who will have access to the restricted data

Identification of data files and variables needed

The 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 if submitted to access:

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);

Data access agreement

The representative of the Receiving Organization agrees to comply with the following conditions

- 1 Access to the restricted data will be limited to the Lead Researcher and other members of the research team listed in this request
- 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 Data Archive
- 3 The data will only be processed for the stated statistical and research purpose. They will be used 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 Lead Researcher must state if it is their intention to match the restricted microdata with any other micro-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 Lead Researcher 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 Data Archive. The identification will not be revealed to any other person not included in the Data Access Agreement
- 6 The Lead Researcher will implement security measures to prevent unauthorized access to licensed microdata acquired from the Data Archive. The microdata must be destroyed upon the completion of this research, unless the 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 Lead Researcher to the Data Archive
- 7 Any books, articles, conference papers, theses, dissertations, reports, or other publications that employ data obtained from the 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 Data Archive
- 9 The original collector of the data, the 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 completion 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 Lead Researcher to seek the agreement of the Data Archive to these changes. Where there is a change to the employer organization of the Lead Researcher this will involve a new application being made and termination of the original project
- 5 The Lead Researcher 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 Data Archive. The identification will not be revealed to any other person not included in the Data Access Agreement
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- 9 The original collector of the data, the 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 completion 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 Lead Researcher to seek the agreement of the Data Archive to these changes. Where there is a change to the employer organization of the Lead Researcher this will involve a new application being made and termination of the original project
- 12 Breaches of the agreement will be taken seriously and the Data Archive will take action against those responsible for the lapse if willful or accidental. Failure to comply with the directions of the Data Archive will be deemed to be a major breach of the agreement and may involve recourse to legal proceedings. The 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.

☐ I have read and agree with the conditions [Submit](#)

4. Submitted form will be processed ;

Edit licensed request

Request information Process Communicate Monitor

Request status: Approved

Select action ☒ Approve ☐ Deny ☐ Request more information ☐ Cancel authorization

Comments (comments will be visible to the user)

Grant access to licensed data files

☐ File	Download limit	Expiry
☒ Data.zip	3	08/08/2012
To change all settings at once, fill the boxes and click apply.		3 08/18/2012 Apply

Restrict data access by IP
123.133.154.1,123.133.154.2 separate multiple IP addresses with commas. Example:

☐ Notify user by email

5. Communicate to the user

[Return to Request](#)

Edit licensed request

Request information Process Communicate Monitor

Compose email message

To
test.nada@statistics.gov.rw

Cc (use comma to add multiple addresses)

Subject
RE: [#1] - Application for request to a licensed dataset

Body
your email message to the user...

6. We can even Monitor how Datasets are being downloaded

