

GENERAL POLICY ON THE PRODUCTION, RELEASE AND DISSEMINATION OF MICRODATA

Objective

To serve as a guide for agencies in producing and releasing microdata taking into consideration confidentiality, user-friendliness, accessibility and timeliness

1. Production of Microdata

- 1.1 In compliance with NSCB Resolution No. 10 s. 1997 – Adoption and Implementation of the Government Statistics Accessibility Program, government agencies engaged in the provision of statistical information shall produce microdata
- 1.2 Statistical activities covered by the System of Designated Statistics shall be given priority in producing microdata
- 1.3 Appropriate anonymization principles and practices shall be adopted to ensure confidentiality of respondents
- 1.4 Codebook/metadata/documentation/data dictionary shall be produced
- 1.5 Microdata Review Panel/s (MDRP) shall be created within the PUF-producing agency to review metadata prior to release

2. Release and Utilization of Microdata

- 2.1 Shall be used for statistical purposes only¹
- 2.2 Shall be used solely for reporting of aggregated information, and not for investigation of specific individuals or organizations (e.g., not for administrative, proprietary or legal purposes)
- 2.3 No attempt shall be made to re-identify respondents nor publish individual records
- 2.4 No use shall be made of the identity of any respondent discovered inadvertently. Any such discovery shall immediately be reported to the producing agency
- 2.5 No attempt shall be made to produce links or matching among datasets, that will lead to the re-identification of respondents
- 2.6 Agencies shall make public and transparent the procedures for access as well as the availability, uses, target users and price of microdata they produce

3. Dissemination of Microdata

- 3.1 Shall be released in commonly used formats (e.g. SPSS, STATA, CSPRO, ASCII)
- 3.2 Shall be made available in various modes and channels of dissemination (e.g., CD-ROM, Internet)
- 3.3 Shall be available both in full or customized versions, if applicable
- 3.4 Charges/Prices shall be in accordance with the PSS pricing policy (NSCB Res. Nos. 11-1999 and 01-2006)
- 3.5 Provision to users shall be bound by a duly signed Terms of Use (TOU)
- 3.6 PUFs shall be released within 6-12 months after the release of final data from the surveys/censuses
- 3.7 Producing agencies shall include information on dissemination of microdata as part of their Advance Release Calendar

¹ The description, estimation, or analysis of the characteristics of groups, without identifying the individuals or organizations that comprise such groups. Includes the development, implementation, or maintenance of methods, technical or administrative procedures, or information resources.
(Source: Confidential Information Protection and Statistical Efficiency Act of 2002, USA)