

## STANDARD OF SERVICES

APPROVED BY  
Directive No 1.1-1/094 of the  
Director General of  
Statistics Estonia of  
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ANNEX 2

### Use of confidential data for scientific purposes

**Legal persons (governed by private or public law) or international organisations can use the confidential data at Statistics Estonia's disposal for scientific purposes.** If the risk of identification and/or sensitivity is high, the confidential data can be accessed at a dedicated safe centre at Statistics Estonia; other data can also be accessed in the research work environment via the internet.

The conditions for processing the application and for use of data are described in the Procedure for dissemination of confidential data for scientific purposes.

#### Applications can be submitted:

- by e-mail at [stat@stat.ee](mailto:stat@stat.ee);
- by post at Tatari 51, 10134 Tallinn.

#### Application for the right to use a safe centre or remote access

A legal person or an international organisation wishing to use the service shall submit a written application to Statistics Estonia setting out the following information:

1. name of legal person or international organisation;
2. registry code of legal person or international organisation;
3. title of the research;
4. objective of the research;
5. name of the statistical activity or list of data necessary for the research;
6. a list of data that the applicant has obtained from other sources and that he/she wishes to link with the data applied for;
7. a list of the persons wishing to use the relevant data during the research (name, personal identification code, e-mail address).

#### Terms and conditions for use of the service

- To use the service, Statistics Estonia will enter into an agreement with the user of the service. The agreement will not be entered into with a natural person (subsection 38 (2) of the Official Statistics Act).
- If the user wants to use the service in the research work environment via the internet, Statistics Estonia will provide the user with an access code and instructions on using the research work environment.
- Users of the service can process the data with the statistical analysis packages SPSS and STATA.
- The safe centres are located at Statistics Estonia's offices – Tatari 51 in Tallinn and Tiigi 78 in Tartu.
- The safe centres are available (subject to advance registration) on working days from 9:00 to 16:00.
- Users have no possibility to print from safe centre computers, to copy files to external data storage device or to use the internet on the safe centre computer.

- On the safe centre computer (including when using the service in the research work environment via the internet), each user has a separate folder for every research. The intermediate results of the research can be saved in that folder. Statistics Estonia ensures that the folders are backed up. Each user can only access the datasets that are specifically needed for the given research.
- After disclosure control performed by Statistics Estonia (both when using the service on a safe centre computer and the research work environment via the internet), the research results are sent to the user's e-mail address.
- If the user needs to save his/her own files on the safe centre computer, the files can only be saved by an employee of Statistics Estonia.
- Statistics Estonia will store all confidential data released to users for scientific purposes for 25 years free of charge. The users' working files are stored free of charge for one year from the expiry of the agreement.

## Term for review of application

Statistics Estonia will notify the applicant of the approval of the application within 15 working days.

If the application cannot be approved because of the insufficiency of the data submitted, Statistics Estonia will contact the applicant within five working days in order to specify the details. If the application is approved, Statistics Estonia will enter into a contract with the applicant for the use of data.

## Price

<b>Processing each application (incl. application for prepared datasets)</b>	282 euros
Includes the creation of up to three user accounts, preparation and processing of the agreement, recording the confidentiality obligation, archiving project folders for up to one year, administration of the use of the safe centre computer, consultation for up to 2 h and output control for up to 4 h	
<b>Use of one unprepared dataset for research</b>	317 euros
Includes feasibility analysis, extracting, linking, recoding personal identification codes and registry codes, converting the data into indirectly identifiable, preparing metadata, if necessary translating for up to 1 h	
<b>Use of a prepared dataset for research</b>	Free
<b>Additional services (hourly price based on work volume)</b>	Price per hour
Extracting data	27 euros
Linking (SE datasets as well as SE and client datasets)	32 euros
Preparing metadata	27 euros
Preparing open data file (PUF)	32 euros
Preparing one client dataset – recoding personal identification codes and registry codes	27 euros
Output control (starting from the 5th hour)	27 euros
Consultation (starting from the 3rd hour)	27 euros
Amending the agreement (e.g. expanding the data composition, extending the agreement, adding an additional user starting from the fourth user)	80 euros
Archiving (every additional year after the end of the project)	20 euros
Translating (starting from the 2nd hour)	20 euros
Other additional services based on the complexity of work (hourly price)	10–32 euros

## Complaints and suggestions

Written complaints and suggestions relating to the use of confidential data are registered. Statistics Estonia will respond to complaints and suggestions within 10 working days from the date of registration. If it is necessary to obtain additional information before responding, the time limit for response may be extended to 30 days. Complaints and suggestions can also be submitted by phone (+372 625 9300) or at Statistics Estonia's office (Tatari 51, Tallinn).

The standard of services is updated once a year, if necessary.