

## Terms and conditions of eSTAT

### Executive manager

The executive manager is a person who performs acts and transactions for a legal person (an economic entity, enterprise or institution), and is responsible for the submission of statistical data. The executive manager guarantees that the data are submitted by the deadline indicated in the questionnaire form. The obligation to submit data is stipulated by the [Official Statistics Act](#). The executive manager is or appoints the main user of the economic entity.

The executive manager is entitled to:

- view and edit all the data of the economic entity, enterprise or institution;
- determine who in the economic entity, enterprise or institution has access to eSTAT, and who can access the data;
- add, block/activate or delete users;
- edit the contact details of users, and manage consent forms.

The executive manager is obliged to:

- ensure the lawfulness of all the actions performed in eSTAT by himself/herself and the authorised users;
- block or delete inactive respondents (employees who have left) from among eSTAT users;
- update the contact details of the economic entity if these have changed;
- at the beginning of each year (preferably by 15 January), revise user rights and update or change them if necessary.

The executive manager can block himself/herself as a user; in that case, the new executive manager must submit a new application for eSTAT user rights.

### Main user

The main user is the person who is appointed by an authorised representative of the economic entity, and whose responsibility it is to submit statistical data for the economic entity. Data are to be submitted by the deadline indicated in the questionnaire form. The obligation to submit data is stipulated by the [Official Statistics Act](#).

NB! An economic entity is allowed only ONE main user in eSTAT, who will then cooperate with Statistics Estonia in the submission of data. The main user of the economic entity grants rights to other users.

The main user is entitled to:

- view and edit all the data of the economic entity;
- determine which persons within the economic entity have access to eSTAT and which data they have access to;
- add, block/activate or delete users;
- edit the contact details of users.

The main user is obliged to:

- oversee all actions performed in eSTAT by the users he/she has authorised;
- block or delete inactive respondents (employees who have left) from among eSTAT users;
- update contact details if these have changed;
- at the beginning of each year (preferably by 15 January), revise user rights and update or change them if necessary.

The main user can block himself/herself as a user; in that case, the new executive manager must submit a new application for eSTAT user rights.

## **Respondent and respondent with limited rights**

A respondent is a person whom the main user has appointed as a respondent in eSTAT.

A respondent has the obligation to submit the questionnaires assigned to him/her by the deadline indicated in the questionnaire form. The obligation to submit data is stipulated by the [Official Statistics Act](#).

A respondent is entitled to:

- view and edit all the questionnaires and data assigned to him/her;
- edit his/her personal details;
- edit his/her contact details.

## **Respondent with a password**

A respondent with a password is a person whom Statistics Estonia, with the agreement of the manager of the economic entity, provides with a password for the submission of certain data.

A respondent with a password is entitled to:

- view and edit the data he/she has submitted;
- edit his/her contact details.

A respondent with a password is obliged to submit the questionnaire assigned to him/her by the deadline indicated in the questionnaire form. The obligation to submit data is stipulated by the [Official Statistics Act](#).