TURKISH STATISTICAL INSTITUTE
INSTRUCTION FOR THE ACCESS AND USE OF MICRO DATA

PART I
Purpose, Content, Foundation and Definitions

Purpose

ITEM 1- (1) This Instruction was prepared for the regulation of procuderes and principles regarding the access and use of statistical micro data produced and published by the Turkish Statistical Institute provided that they are used for the purpose of scientific researches.

Content

ITEM 2- (1) The terms in this Instruction includes the statistics produced and/or published by the Turkish Statistical Institute (TurkStat).

Foundation

ITEM 3- (1) This Instruction was prepared on the basis of Articles 13 and 14 of the Turkish Statistical Law No. 5429 together with terms specified in the Article No. 10 of the Regulation on the Procedures and Principles for the Data Confidentiality and Confidential Data Security of the Official Statistics.

Definitions

ITEM 4- (1) The terms used in this Instruction shall refer to the following;

a) Institute: Turkish Statistical Institute (TurkStat),
b) Presidency: The Presidency of the Turkish Statistical Institute,
c) Head of Department: The Heads of Department of Turkish Statistical Institute,
d) Head of PDDD : Head of Publication and Data Dissemination Department,
e) Regional Office: Regional Offices of Turkish Statistical Institute,
f) Programme: The Official Statistics Programme (OSP) came into force by Decree of the Council of Ministers and published in the Official Gazette,
g) Official statistic: The information obtained as a result of processing data compiled by the Turkish Statistical Institute or by institutions and organisations in charge of producing data on subjects included in the Programme in order to reveal characteristics of any given population,
h) Micro data: The record level data gathered from survey, administrative record or other sources of which the identity information directly decribe the statistical unit such as name, title and adress are deleted, and descriptor information like tax identity numbers etc are changed,
i) Confidential data: Undisclosed Individual data or data arranged in a table format which enable identification of the statistical unit directly or indirectly together with its characteristics and therefore enable the revelation of individual information,
j) Relational micro data : Two or more micro data sets which are mutually related with each other,
k) Data Research Center (DRC): Working offices allocated at the TurkStat Presidency's or Regional Offices' buildings for the analysis of micro data which are not allowed to be taken out of the Institute,
l) RFMD: Revolving Fund Management Directorate,

m) Metadata: All the information defining statistical data,
n) Group A Micro Data Set: Only the micro data accessible in DRC,
o) Group B Micro Data Set: Micro data with no restriction for dissemination.

PART II
Access to Micro Data

ITEM 5- (1) The researchers of the following institutions and organizations can access to micro data produced and/or published by the Turkish Statistical Institute (TurkStat) upon approval of the Presidency on condition that they are used in researches for scientific purpose:

a) Institutions and organizations covered under the Programme,
b) Other official institutions and organizations in Turkey,
c) Universities and other higher educational institutions,
d) Research based establishments and institutions,
e) International organizations at which Turkey is a member.

PART III
Establishment of Micro Data Sets and Ways of Access

ITEM 6- (1) Micro data sets are established from the records in order to reinforce the scientific researches by the Institute. These data sets brought into use upon approval of the Presidency are classified into Group A and B depending on access procedures.

(2) Group A and B data sets which can be used by researchers are announced to the public through the web page of the Institute. Whenever necessary, modifications may be done by the Presidency in the micro data list.

(3) The Presidency publishes the metadata regarding the micro data in the web page of the Institute.

(4) In case that a researcher request an inclusion of new variables in the micro data set that is wanted to be used, this issue is reviewed by the related Head of Department and if it is found appropriate, necessary arrangements are made.

PART IV
Provisions and Principles of Access and Use

ITEM 7- (1) The access and use of micro data are based on the following procedures and principles:

a) Researcher fills out the "**Micro Data Request Form"** (APPENDIX-1) via internet, and print out the form and get approval of his/her institution/organization. After that, he/she directly or through the Regional Offices applies to the Presidency,

b) The demand of researcher is reviewed by the "Evaluation Board" and researcher is informed by the Head of PDDD in 15 days.

c) In case of acception of the demand, the **"Protocol"** (APPPENDIX-2) including the necessary conditions regarding the data access and confidentiality for Group A micro data is signed between the Presidency and researcher or his/her institution. For

the Group B micro data, only researcher signs the **"Letter of Undertaking for the Use of Micro Data"** (APPPENDIX-3).

d)The findings obtained from miscalculation are only under the responsibility of researcher.

e) Researcher shall give reference for the used micro data of the Institution when he/she publishes the findings obtained from his/her study.

f) Researcher is obliged to provide a copy of his/her report, article, publication to the library of the Institute in 3 months at the latest when it is published. The subsequent requests for the use of micro data of the researcher who didn't fulfill this obligation shall not be met.

(2) In addition to the terms stated in the first clause of this Item, the following procedures and principles are applied for the Group A micro data sets:

a) Researcher shall carry his/her study regarding micro data sets only in DRC under the observance,

b) Researcher shall prepare the results of his/her research in a file format that can be controlled by the Institution,

c) Researcher shall not include micro data in the result tables that he/she made,

d) The results of research shall not be permitted to be taken outside of the DRC without being controlled by the related Head(s) of Department whether it includes confidential data or not,

e) Controls must be made in two working days. In case of determining of parts including confidential data, the use of result tables are not permitted. For the tables of which the control process can not be completed in two working days, the researcher will be informed about the completion date of the control,

f) Researcher shall fill out the **"The Satisfaction Survey on the Use of Micro Data in DRC"** (APPENDIX-4) at the end of his/her study.

PART V
DRC Working Principles and Liabilities of the Researchers

ITEM 8- (1) The working principles of DRC are stated below:

a) The services given in DRC are carried out under the responsibility of the Head of PDDD at the Headquarter, and of the units authorized by the Regional Office Director,

b) The services are provided in DRC through the computers installed with the operation system and software compatible with the data processing standards of the Institution, and without network connections and data transmission facility,

c) If a researcher demands a software for his/her analyis other than that of the Institution, the necessary installation and deleting processes of new software provided that it is at his/her own licenced shall be done by the Institution,

d) Necessary coordination for the provision of Group A micro data set from the related Heads of Department, and use of them in DRC's shall be done by the Head of PDDD,

e) It is not permitted to the entrance of a researcher in DRC who did not sign the Protocol,

f) Researcher shall get an appoinment beforehand for his/her dates of study requested. The appoinments are given for full or half day. The appoinments are rearranged by the Institute if necessary,

g) At least one staff of the Institute shall supervise the researchers in DRC steadly,

h) For pricing, the information of researcher such as his study hours, use of paper, and the support given to the researcher etc. shall be recorded daily on the **"Researcher Monitoring Form"** (APPENDIX-5),

i) Researcher shall inform the staff of the Institute about any documents that he/she bring or take away to and from the DRC,

j) Any equipment other than those avilable in DRC such as laptop, mobile phone, camera, recorder etc. is not allowed to be used, these are kept in an allocated cupboard,

k) Researcher shall not make any attemp to record the data set in a way of electronic, photographic, printing, taking note etc, or to pass over the available security precautions,

l) The DRC is recorded by camera surveallance system as long as it is open and these records are refered when needed,

m) The computer used by researcher may be watched by the staff of the Institute.

ITEM 9- (1) In case of violation of data confidentiality and/or the terms stated in the instruction and protocol by researcher, the following enforcements are applied to the researcher and his/her institution:

a) In the event of determination of the violation during the study in the DRC, accsess to the micro data by the researcher will be restrained, and the protocol which has been signed will be annuled,

b) The Violation shall be notified to the institution of researcher via an official letter,

c) Judicial process shall be begun pursuant to the 2nd Clause of Article No. 53 of the Law numbered 5429 due to the inconsistency with the Article No. 14 of the same Law.

PART VI
Evaluation Board and Its Duties

ITEM 10- (1) An Evaluation Board consisting of related Heads of Department will be established by the Presidency for the purpose of appraisal of research proposals in which micro data sets will be used in scientific manner in line with the items of this Instruction.

(2) If needed, the members of the Board may be assigned from the institutions other than the Presidency.

(3) The Head of PDDD holds the Chairman of the Evaluation Board and Secretariat service will be executed by the Head of PDDD.

(4) The Chairman of the Board, based on the subject of application for the use of micro data set(s), shall assign at least 3 members of the Board. Decisions shall be taken pursuant to the procedures and principles stated in the Instruction unanimously by the participants of the meeting.

PART VII
Pricing

ITEM 11- (1) Pricing of data shall be made based on the RFMD Management Board Decision. Data are priced within the content of **"Micro Data Pricing Form"** (APPENDIX- 6) .

PART VIII
Reporting and Updates of Micro Data

ITEM 12- (1) The Head of PDDD shall gather information such as the name, adress, institution, use of micro data set (s), amount paid, explanation on the research project and its results from the Regional Offices having DRC, and prepare an annual report and submit to the Presidency.

(2) The Head of PDDD annually ask the departments produce statistical data if there is any micro data set that can be added to the current micro data sets and if so make those sets to be prepared including their metadata.

(3) The Head of PDDD shall keep up-to–date the micro data in the DRC.

Enforcement

ITEM 13- (1) This Instruction shall come into force on September 01, 2012 upon its approval by the President of the Turkish Statistical Institute.

Execution

ITEM 14- (1) The terms in this Instruction are executed by the Presidency of the Turkish Statistical Institute.

APPENDICES:

APPENDIX -1: Micro Data Request Form
APPENDIX -2: Protocol
APPENDIX -3: Letter of Undertaking for the Use of Micro Data
APPENDIX -4: Satisfaction Survey on the Use of Micro Data in DRC
APPENDIX -5: Researcher Monitoring Form
APPENDIX -6: Micro Data Pricing Form