LISER database access and use policy

As part of its studies and research, LISER has collected large amounts of data from various projects the Institute has carried out since its creation. LISER has also conducted a significant number of surveys in the country and in bordering countries mainly concerning individuals and households, from which it has analysed and archived information.

LISER aims to increase the value of the data collected by making it available to the scientific community.

It is, therefore, necessary to lay down essential rules for accessing the Institute's different databases. These rules concern the confidentiality statutes that are to be complied with as well as general conditions of use and procedures for accessing the multiple databases.

This policy specifies the types of databases LISER makes available, as well as how they can be used, either:

(a) Internally, by all LISER employees or by visitors to LISER,

(b) Externally, by user requests from the scientific community.

This policy details how personal data must be processed, stored and used in order to comply with data and individual protection standards and to conform with the related laws in place.

Therefore, the general policy regarding LISER's data is as follows:

(a) Ensure that data from research, financed by public funding within the Institute, is centralised and made available for research and education;

(b) Propose that the data is accessible, usable and re-usable by the scientific community and, where appropriate, by the wider public through electronic systems; Free of charge.

(c) Ensure that all the data is easily identifiable and documented;

(d) Propose that other organisations and/or governmental and European administrations contribute towards implementing mechanisms which enable research data to be shared and disseminated;

(e) Ensure the integrity and transparency of the data created by the Institute's research projects;

(f) Comply with and ensure application of the legislation in place concerning data management, distribution, dissemination and access rights as well as storage and security;

(g) Apply the international standards and norms for use related thereto.

➢ **Types of data concerned**

The types of data concerned are all the data identified and catalogued which LISER owns or co-owns. This mainly concerns:

- Micro-data sets generally issued by surveys with individuals and households carried out by LISER;
- Data from administrative sources which the competent administration has mandated us to disseminate for research purposes;
- Spatial data (geographic);
- Aggregated macro data.

➢ **Meta data**

Setting up a data catalogue that provides a system for visualising information on the data and micro-data put in place within the Institute. For a given database, the system provides the meta data required (availability, accessibility, granularity, confidentiality, etc.).

➢ **Data formats**

The formats available vary depending on the databases requested, however the most common format types are: SAS, SPSS, STATA and ASCII as well as Shapefile (shp) for geographical data.

➢ **Data quality**

All the data made available must be accompanied by methodology documentation (i.e. a technical report or, at a minimum, a collection procedure or detailed survey).

➢ **Data access**

Access to data varies depending on the legal status and confidentiality level of the database requested.

By default, all the databases owned or co-owned by LISER are accessible to all LISER employees on simple request (using a form). There may be specific cases that differ, namely databases of which LISER is not the sole owner. For the latter case, each database has its own arrangements (generally a specific data agreement form).

For visitors and people external to LISER, access to data varies depending on the legal status and confidentiality level of the database requested. Therefore, depending on the database's confidentiality level, access may be granted only within LISER (physical entity) through an individualised and secure IT account. For the latter case, access is requested using a request (agreement/form).

- Different types of users:

  - Centre employees (fixed-term or open-ended contracts)
  - Visiting Researchers
  - Interns
  - Researchers, PhD students and external scientific personnel
    - Associates (linked to a LISER project)
    - Non-associates (not linked to any LISER project)

- Different types of access: (1) delivery possible, (2) only using a secure on-site workstation, (3) no access possible.

Type of user/Type of DB	Macro data	Anonymised micro data	Micro data with partial anonymisation*
Employee	(1)	(1)	(1)
Visiting Researchers	(1)	(2)	(2)
Interns	(1)	(2)	(2)
Associate Researchers (linked to a LISER project)	(1)	(1)	(2)
External Researchers (not linked to any LISER projects)	(1)	(2)	(3)

*partial anonymisation: Define the level of anonymisation (= the smallest possible geographical level (locality?), obviously not registered, etc.). To be evaluated based on the risk of "re-identifying" the respondents

➢ **Data use by (external) visitors**

LISER authorises users who have had their digital data request approved to carry out all processing required for the research work (identified user). However, the data may be passed on to a third party.

Consulting and using the database in no way implies a transfer to the user of rights of ownership to the database.

LISER reminds the user that a supervisor will be appointed, who must be a LISER employee. This employee should have a good knowledge of the database that is to be made available by virtue of an agreement drawn up between the parties The employee is the guarantor of and responsible for the data extraction arising from the user's work.

In the specific case of using micro-data within LISER, the user must strictly comply with the additional declarations and rules specified in the agreement on data provision.

➢ **Embargo**

In the absence of an agreement or contract specifying the embargo period relating to the availability of the LISER database, the period shall be fixed at 24 months.