

Rules for the provision of microdata to users for research purposes

1. Basic Definitions

Micro (primary) data means data characterizing reporting information on legal and natural persons and based on reliable primary records.

Confidential statistical data means data collected for the production of official statistics that directly or indirectly enable the identification of statistical units and the disclosure of primary data.

Identification of a statistical unit means the determination of a statistical unit, directly or indirectly, on the basis of the primary data of the reporting unit.

Direct identification of a statistical unit means the identification of data and the reporting unit by means of the name, address, and the taxpayer identification number assigned by the relevant executive authority.

Indirect identification of statistical units means the identification of a unit through the use of information relating to that unit other than the taxpayer identification number, any other means that may be used in identification of address, ownership, type of activity and statistical unit.

Provision of microdata for scientific (research) purposes means the provision of primary data for scientific purposes, without obtaining the consent of respondents for the use of information relating to them for any purpose, while ensuring the anonymity of the statistical unit (by removing all means enabling its identification).

2. General Provisions

These Rules have been developed in accordance with the Law of the Republic of Azerbaijan "On Official Statistics" and regulate the procedures for providing users with micro (primary) data for the purpose of carrying out scientific research.

Chapter 6 of the Law of the Republic of Azerbaijan "On Official Statistics" covers primary statistical data and their confidentiality. It stipulates that primary statistical data characterize primary information relating to legal and natural persons, and that primary data collected for statistical purposes may not be used for any other purposes, except for data provided on the basis of court decisions. At the same time, pursuant to Article 16 of the Law, where the intended results do not permit the identification of individual units, the relevant executive authority—the State

Statistical Committee—may authorize access to confidential data that do not allow direct identification for the implementation of specific scientific research projects.

These Rules apply only to the Administration of the State Statistical Committee. The provision of microdata by the Committee's local statistical offices and the Main Computing Centre is prohibited.

3. Procedure for the Provision of Microdata

The procedure for the provision of microdata shall be carried out in the following sequence:

3.1. The user shall submit a written request to the management of the State Statistical Committee specifying the purposes of the request and the data intended to be obtained.

3.2. Within one month after receipt of the request, the appropriateness of the user's request and the availability of the requested data shall be examined and substantiated by the Scientific and Methodological Council of the Committee.

3.3. The opinions of the members of the Scientific and Methodological Council shall be presented, and the applicant shall be invited to the meeting of the Scientific and Methodological Council.

3.4. If the opinion of the Scientific and Methodological Council is favorable, the relevant application form shall be completed in order to obtain the data.

3.5. The relevant department of the Administration or the designated officer shall ensure that the user is granted access to the primary data in accordance with the established procedures or shall provide the requested data.

4. Grounds for Obtaining Microdata (Content of the Request)

In order to obtain microdata, the applicant shall substantiate the following in the request:

- the impact of the microdata on the quality of the research, the improvement of the research results, and the economic efficiency of the results obtained;
- the requirement of the research supervisor (legal or natural person) for the use of the microdata;
- the undertaking of the research supervisor (legal or natural person) to maintain the confidentiality of the microdata;

- the researcher's experience in the relevant field of research and a brief description of his/her scientific research activities.

5. Application Form for the use of microdata

A person applying for the use of microdata shall complete an application form covering the following information:

1. Particulars of the natural or legal person (as applicable)

1.1 Name and address

1.2 Legal status

1.2.1 Public sector

1.2.2 Private enterprise

1.2.3 Non-governmental organization

1.2.4 Public foundation

1.2.5 International organization, etc.

1.3 Contact details of the applicant

1.3.1 Telephone numbers (office, mobile)

1.3.2 E-mail address

2. Type of activity (field of work):

2.1 University, institute or other educational institution

2.2 Scientific research organization

2.3 Other (to be specified)

3. Source of funding for the organization (research)

3.1 State budget

3.2 Domestic sources (excluding the state budget)

3.3 Foreign sources

4. Data requested (to be specified)

5. Undertaking that the data will not be used for any other purposes (Signature confirming that the information provided in the application is accurate and complete, undertaking that the data will be used solely for the purpose specified in the application, as well as data obtained will not be disclosed).