

DISSEMINATION POLICY OF THE CZECH STATISTICAL OFFICE

March 2008





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1. Introduction

Statistical dissemination is **Dissemination of statistical information** in all possible ways.

Dissemination Policy of the Czech Statistical Office is based on provisions of Act No 89/1995 Coll., on the State Statistical Service, as amended, and on Mission, Vision, Strategic Goals and Objectives – strategic document of the CZSO published in July 2004 (amended in September 2005).

Provision of statistical information to the public is mentioned in Section 1 of the Act:

Section 1 – The State Statistical Service

(1) The State Statistical Service is an activity which includes the acquisition of data, the production of statistical information on social, economic, demographic and environmental developments in the Czech Republic and in its individual parts, **the provision and publishing of statistical information.**

Rules for the provision of statistical data are set out in Section 18 – **Provision of Statistical Information**; statistical dissemination is partly described in other sections, too. Important are particularly Section 20 – **The Business Register** and Section 20a – **Census District Register** containing conditions for providing data from these registers (see Appendix 3 for full wording of the Sections).

Besides the State Statistical Service Act, also other relevant Acts are observed in statistical information dissemination – e.g. Act No 106/1999 Coll., on Free Access to Information.

Likewise, the CZSO document Mission, Vision, Strategic Goals and Objectives treats largely provision of data. The basic principles are defined in the Mission:

„...CZSO yields a reliable and consistent image about the development of the society according to developing needs of statistical service users...“

Vision, which is based on this Mission, highlights professionalism, independence, openness, availability, equal access of all users to information, credibility, effectiveness, etc., as the key qualities respected by the CZSO.

The relation to some of the goals set to reach the Vision is apparent at first sight – for example “Maximising benefits and comfort of users of the CZSO” or “Boosting reputation of the CZSO in public”. The relation to other goals is indirect – for “Optimising respondents’ burden, keeping up the quality of outputs” we should have a knowledge of what outputs are demanded by users and adjust the system of surveys accordingly to minimise the burden on respondents. Similar is the relation to other goals, such as “Innovating the statistical system, enhancing efficiency of processes and labour productivity” or “Enhancing active involvement of the CZSO in international structures and boosting the international prestige of the CZSO”.

Principles of statistical dissemination

- equal access of everyone at the same time to statistical information
- independence
- openness
- availability
- timeliness
- punctuality
- confidential statistical data protection
- provision of maximum possible amounts of standard statistical information free (mainly electronically)
- clarity of statistical information
- fitting supply to demands of users
- raising the share of information published in a foreign language (English)

Principles – detailed description

• equal access of everyone at the same time to statistical information

The CZSO observes the rule of providing all statistical information in a way ensuring equal access of all users. To this end, the CZSO publishes in advance the dates of publishing the most important information – for example News Releases (sensitive items of statistical information as GDP, inflation, external trade, etc.) are announced in a release calendar (where dates of the publishing of some News Releases are notified up to 18 months ahead), publications are announced in the Catalogue of Publications, etc. The main tool of publishing statistical information is the CZSO presentation on the Internet, which offers the same conditions to anyone. Users without Internet access may ask for key documents in hard copy at the Information Services Section in headquarters or any CZSO Regional Office at the moment of release.

• independence

Items of statistical information are published according to a calendar announced in advance regardless of current political or social situation. Only professional statistical points of view are followed while preparing statistical information.

• openness

The Czech Statistical Office is open to comments by the public. To keep transparency, the CZSO makes available methodological techniques and procedures used for data under survey, explains ways of recalculations and conversions, draws users' attention to changes made in data.

• availability

The main means for the publishing of statistical information is the Internet, which guarantees universal availability of all information. CZSO web pages have some features allowing access also for persons with impaired perception. Key items of statistical information are

available in CZSO headquarters and in all regions as well, also in printed form (in Information Services Sections of headquarters and CZSO Regional Offices).

- **timeliness**

The CZSO is guided by the principle of publishing data as early as possible after the reference period and in compliance with the needs of users. On the other hand, this short time is limited by the costs of survey and the quality of data.

- **punctuality**

Punctuality in publishing statistical information is a necessary prerequisite for maintaining or enhancing credibility of the CZSO. Meeting all scheduled dates of release – News Releases, publications or other outputs – is thus a basic strategy of the CZSO. If a delay occurs for objective reasons, the CZSO communicates the reasons together with excuse.

- **confidential statistical data protection**

The CZSO is consistent, apart from exceptions stipulated by the law, in the protection of confidential statistical data against their publishing. There are very strict internal rules for confidential statistical data protection in the CZSO. In cases when data on individual subjects may be provided, in exceptional circumstances and in compliance with the law, then only in a form preventing identification of the data subject.

- **provision of maximum possible amounts of standard statistical information free (mainly electronically)**

The CZSO collects, processes and publishes statistical data for money of taxpayers; that is why standard products are provided free (in electronic form), just like all other information published on CZSO web pages. If the CZSO has to do additional work or incur **costs** (related, e.g. to non-standard extracts, print, copies, fax, etc.), the user is asked to pay for.

- **clarity of statistical information**

Enhancing clarity of supporting information – for example methodological notes, comments and analyses – to make outputs attractive not only for experts but also for the general public, is another important strategy of the CZSO.

- **fitting supply to demand of users**

The CZSO employs user satisfaction surveys, regular meetings with users, regular e-mail contact and collection of comments on statistical questionnaires to obtain information about the needs of users. These needs are taken into account in preparing the Programme of Statistical Surveys, Catalogue of Publications and individual outputs.

- **raising the share of information published in a foreign language (English)**

With regard to the involvement of the Czech Republic in European structures and increasing numbers of users of statistical outputs via the Internet, the CZSO permanently increases the share of outputs published in foreign languages, particularly English.

System of Presentation

The System of Presentation is the main frame of implementing Dissemination Policy – a document defining basic structure in which printed or electronic outputs are classed. Related to the System of Presentation are internal directives, instructions and principles regulating specific essentials of individual outputs.

The Catalogue of Publications and the Calendar of News Releases are fundamental documents brought out on the basis of the System of Publishing. The entire System of Presentation is set out in Appendix 2.

Ways of promotion of statistical dissemination

- press conferences
- meetings with users
- lectures for students
- leaflets
- special publications on important events
- promotion brochures, also in foreign languages
- references on the Internet
- participation in conferences
- cooperation with other state institutions
- book shows

Relationship to users – feedback

The CZSO declares its openness to users, takes account of users' needs in the production of outputs and strives for the clarity of outputs. In order to find out the demands and needs of users and their satisfaction with changes, the CZSO uses all means of feedback information, in particular:

- special e-mail addresses – established for communication with users (e.g. infoservis@gw.czso.cz for information services in CZSO headquarters, infoservisbrno@gw.czso.cz for workplace in Brno, etc.). These boxes are regularly opened and questions or comments answered by workers in charge without delay;
- user satisfaction surveys – carried out regularly (at least once a year), results are reflected in CZSO outputs;
- Internet access numbers – monitored regularly and assessed on a monthly basis;
- regular assessment of activity of information services incl. the library (e.g. structure of inquiries, structure of users, etc.);
- meetings with users – the CZSO organises meetings with users, which are always devoted to a topic. Their main purpose is to know the users' opinions.

A necessary feature of Dissemination Policy is to define who, when and where provides statistical information; to specify the kind of statistical information, how, for who, for what money, etc., it is provided:

Who? Where?

Statistical information is provided in particular on CZSO web pages. Information services are also provided by workplaces (staff in charge) of Information Services Sections in CZSO headquarters and in the regions.

Workplaces in the regions (Information Services Sections of Regional Offices) provide the same basic statistical information as headquarters, but they pursue own publishing activity incl. analytical; their non-standard outputs are focused particularly on information related to a given region. In the framework of the System of Publishing, the contents of some regional publications are coordinated in a unified way (Bulletin, Yearbook).

Contacts to all workplaces are given on CZSO web pages and in all relevant outputs (e.g. the Catalogue of Publications, Price List, News Releases, etc.).

For who?

Statistical information is available to a wide range of users from scientists, economists, analysts, workers of central and territorial governments, international institutions and students up to the general public.

When?

Statistical information is provided according to the Calendar of News Releases and according to the Catalogue of Publications, which ensures that the principle of punctuality is observed.

What?

Statistical information can be broken down by various aspects:

- standard, non-standard (customised)
- printed (on paper), electronically recorded (on diskette, on CD, www, ...), spoken (face-to-face communication, telephone, ...),
- numbers, text, meta-information
- publications, News Releases, Press Releases, journals, databases

These types of information can be combined with one another, which gives rise to a number of various products and services – they are listed in Appendix 1

How?

For the dissemination of its information among the general public, the CZSO uses all possible ways, in particular:

- web pages
- press conferences – for the mass media
- mail-order service

- direct sale
- phone information incl. an automated phone line
- e-mail
- fax
- mail
- meetings with users (formal and informal)
- services of the library
- conferences

For what money? (Price strategy)

Basic principles of the price strategy are given by Act No 89/1995 Coll., on the State Statistical Service. Therefore, the CZSO:

- provides requested produced statistical information (in electronic format) **free** to central government and institutions of public administration – Parliament, President of the Republic, Cabinet, Supreme Control Office, ministries and other administrative authorities, courts of law, Czech National Bank, Security Information Service, State Agricultural Intervention Fund, and territorial governments,
- provides produced statistical information and anonymous data upon request to anyone **in return for payment amounting to costs** related to making copies, price of media and delivery of produced statistical information and anonymous data,
- may prepare and provide further statistical information on a contractual basis for a **price fixed by an agreement**.

In addition:

- all information on CZSO web pages are provided free,
- printed News Releases are given free to members of the public coming to information services.

Specified prices can be found in the CZSO Price List of Information Services and Products. The Price List is updated according to the need, usually once a year.

CZSO basic products and services – Dissemination policy of the CZSO**Internet presentation on www.czso.cz** - the main portal to statistics

- statistical information broken by topics – easy search
- regular update
- all information available free of charge on web site
- review of all products and services provided by the CZSO
- basic means of communication with users

Public data base - project of basic and single data source for presentation of statistical information designed for the public

Publications – published according to the Catalogue of Publications.

- full version available free on the Internet
- direct and subscribed sale
- printed and electronic (diskettes, CD, SCP boxes) forms

Journals – published according to the Catalogue of Publications

- partly available on the Internet
- subscribed sale
- printed version

Business Register (RES) – database containing all legal and natural persons maintained by the CZSO in compliance with Section 20, Act No 89/1995 Coll., on the State Statistical Service. In the scope stipulated by this Act, the Business Register is a Public List.

- search in the Business Register on the Internet (limited number of selection criteria)
- sale of the Business Register (entire database or legal persons only)
- extracts on request
- extracts – confirmation (stamped and signed) that a company is entered in the Business Register

Census District Register (RSO) – database with information on houses and census districts derived from Population and Housing Census 2001 maintained by the CZSO in compliance with Section 20a, Act No 89/1995 Coll., on the State Statistical Service.

- search in RSO on the Internet
- distribution of the RSO (covering the Czech Republic or individual territorial units, either descriptive section or graphical section – GIS, individual layers or individual territorial elements)
- extracts on request

Regional databases

- outputs from databases free on the Internet
- sale of the complete database (KROK)
- extracts on request (KROK, MOS)

Extracts from statistical surveys

- extracts on request (particularly the Confirmation of the level of inflation)
Extracts from databases – various databases with the results of statistical surveys and censuses (population and housing census, election statistics, external trade, etc.)
- some databases are partly available on the Internet (e.g. external trade)
- extracts on request

Nomenclatures, classifications – the CZSO maintains a number of classifications and nomenclatures and provides them to users for use in information systems

- available free on the Internet
- sale of classifications and nomenclatures in printed and electronic forms (diskettes, CD, SCP boxes)

European data

- free information on data presented on the Eurostat web site
- customised outputs

Services of the Library

- on-line catalogue on the Internet
- interlibrary lending service

Consultations – customised services, information about sources available, possibilities of customised data processing, etc.

System of Presentation of the Czech Statistical Office

Statistical outputs are provided mainly in electronic form, basic tool being the Internet (the biggest possible volume of information is provided on the Internet, all free of charge), other electronic forms (CD, DVD) are supplementary. Analyses, publications, presentations and promotional materials are in printed forms. Users may obtain the required information from the Information Services Department of the CZSO.

Types of outputs:

- **Basic**

- **News Releases (RI)** – publishing of News Releases is governed by a special directive. News Releases are published on the Internet on dates notified in advance. Their calendar forms part of the Catalogue of Publications. News Releases for the closed quarter are followed up by brief quarterly analyses.
- **Pre-defined tables** (graphs, maps) are published on the Internet on dates notified in advance. To each area of statistics pertains a standard set (limited number) of basic tables providing a consistent picture of the respective area. Basic set can be extended by **supplementary tables** providing more details to accommodate most frequent requests of customers. The tables are supplied with graphs and maps, where applicable.
- **Analyses** – analytical outputs cover either one or more topics and are published both in printed or electronic form
- **Publications** – only a minimum number of data outputs are published which applies especially to historic and documentation materials. They are produced in printed and electronic form while the electronic form is of primary importance.
- **Special outputs** include for example quality reports, various confirmations (e.g. of the level of inflation, gross wage size)

- **Non-standard**

Non-standard outputs include for example user applications on the CZSO web site enabling production of special customised tables, customised information, provision of databases and excerpts from them, various information leaflets and brochures, manuals, remarks, instructions, etc.

Breakdown of outputs – statistical outputs are always first broken by contents and statistical topics and only then other aspect can be applied – e.g. territorial classification (international, NUTS2, regions, districts, towns, municipalities, municipalities with extended powers, etc.), periodicity, type of output (analysis, methodological publication, work materials, presentations, etc.)

Basic statistical themes

Prices and price indices, inflation
Tourism
Transport, communications
Energy supply
Financial management
GDP (gross domestic product), national accounts
Business circle surveys
Criminality, courts
Culture
Hotels and restaurants
Population
Organisational structure - Business Register
Financial and insurance activities
Personal computers, information society
Industry
Population and Housing Census
Services
Social security
Construction, housing construction
Labour market (wages, unemployment)
Sustainable development
Territorial structure – Census District Register (RSO)
Science, research
Elections
Education
External trade (with goods and services)
Health
Agriculture, forestry
Environment
Standard of living, household consumption

Section 16 – Secrecy and Confidential Statistical Data Protection

(1) Employees of authorities carrying out the State Statistical Service and other persons processing Statistical Surveys or collecting data for Agricultural Censuses shall be subject to secrecy of confidential data they have knowledge of. To this end, they must be subject to secrecy while entering their employment or before they start the relevant work.

(2) The wording of the pledge to secrecy: “I promise upon my honour that I shall not make public, communicate to anyone or allow anyone to have knowledge of confidential statistical data acquired for statistical purposes I shall become familiar with in compliance with Act No 89/1995 Coll., on the State Statistical Service, as amended, and that I shall use these individual data only for relevant purposes.” These persons are sworn to secrecy by the respective Head of the Ministry, head of the administrative institution or by a person authorised by him.

(3) The person is sworn after saying “I do promise” when they hear the wording and sign the relevant document. The document must include the date when the person was sworn.

(4) Providing or making a confidential statistical datum public under Section 17 of this Act is not considered as the breach of secrecy.

(5) The subjection to secrecy shall last even following the termination of employment or the relevant work.

(6) Authorities performing the State Statistical Service must not give any opportunity to get familiar with confidential statistical data to persons not sworn to secrecy.

Section 17 – Provision of confidential statistical information

(1) Institutions performing the state statistical service

a) may share confidential statistical data with other institutions if it is necessary for the performance of the state statistical service in the manner securing confidentiality; they can thus also share confidential statistical data for the production of statistics on European communities,⁶⁾

b) may, if necessary for the performance of their tasks in the production of statistical information, provide confidential statistical information to another authority which on contractual basis ensures its use for statistical purposes,

c) may supply confidential statistical data to abroad if necessary for the performance of obligations ensuing from an international contract binding for the Czech Republic and if the receiving party upholds at least the same confidentiality of the information as does the Czech Republic,

d) may provide confidential statistical data to the court if necessary for the decision on the breach of confidentiality obligation as set forth in this Act,

e) provide confidential statistical data for the production of statistics of European communities in compliance with the legislation of European communities ^{6a)}

f) transmit confidential statistical data for purposes of scientific research on the basis of a contract specifying the conditions of data protection and the manner of their use in compliances with the legislation of European communities ^{6b)} to legal entities whose basic mission is scientific research; the data are provided in form preventing direct identification of the reporting unit – the data subject,

g) transmit data to the Czech National Bank for statistical purposes if necessary for the performance of obligations ensuing from an international contract binding for the Czech Republic or the Czech National Bank

(2) Institutions providing the state statistical service may exceptionally publish, provide or use confidential statistical information for other than statistical purposes if stipulated by a special act ⁷⁾ or if the data subject agrees to publishing, providing or use thereof. If the information refers to a legal entity the consent shall be signed by a statutory body. The consent shall be in written form and shall provide clear identification of the respective information and specify the manner of its use. The data subject may withdraw its consent anytime. The withdrawal cannot be of retroactive effect.

(3) If it is not possible to obtain more than one piece of information in a set produced by statistical survey methodology, institutions providing the state statistical service may publish or provide even the data referring to a single case provided that the identification of the data subject, with regard to circumstances, is impossible.

(4) Activity of persons, listed in Section 17, which is related to handing the confidential statistical information on individuals for statistical purposes, is regulated by a special act, ^{2a)} except for Section 5 para 1 letter c).

Section 18 – Provision of Statistical Information and Anonymous Data

(1) The Czech Statistical Office makes the results of Statistical Surveys available to the public through the mass media, its own publications and other media and in a way making possible remote access ^{7a)}, as well as

a) provides Parliament, the President of the Republic, the Cabinet, the Supreme Control Office, the Ministries and other administrative authorities, the courts of law, the Czech National Bank, the Security Information Service, the State Agricultural Intervention Fund and the territorial governments with requested produced statistical information,

b) provides produced statistical information and anonymous data upon request to anyone in return for payment amounting to costs related to making copies, price of media and delivery of produced statistical information and anonymous data,

c) may prepare and provide further statistical information on a contractual basis for a price fixed by an agreement.

(2) Statistical information is provided outside the Czech Republic free of charge only on a mutual basis or when stipulated by an international agreement or convention. In other cases, the providing of statistical information abroad is regulated by paragraph 1 on the providing of statistical information against payment.

(3) The Czech Statistical Office releases statistical information at the time, in the scope and manner announced in advance in the mass media, its own publications and other media and, further, in a way making possible remote access.

(4) Statistical information surveyed or produced by the processing of data obtained in the population statistics can be provided and published also when it refers to a single case. This information may not contain either name, surname, birth identification number, complete date of birth or full residence address of an actual person – the data subject. It is also impossible to provide or publish the information referring to a single case if, with regard to circumstances, the data subject can be identified.

(5) The provisions of paragraphs 1 and 2 apply similarly also to the publishing and providing statistical information by Ministries carrying out the State Statistical Service. Ministries provide international organisations with statistical information published by the Czech Statistical Office. In case Ministries provide other statistical information, they shall inform the Czech Statistical Office on the providing of the statistical information.

For the full wording of Act No 89/1995 Sb., on the State Statistical Service, as amended, see the CZSO web site www.czso.cz

^{2a)} Act No 101/2000 Sb., on Personal Data Protection and amendments to some other acts, as amended by Act No 227/2000 Sb.

⁶⁾ Article 14 of Council Regulation (EC) No 322/97 of 17 February 1997 on Community Statistics

^{6a)} Council Regulation (EC) No 322/97 of 17 February 1997 on Community Statistics. Council Regulation (Euratom, EEC) No 1588/90 of 11 June 1990 on the transmission of data subject to statistical confidentiality to the Statistical Office of European Communities

^{6b)} Council Regulation (EC) No 831/2002 of 17 May 2002 implementing Council Regulation No 322/97 on Community Statistics concerning access to confidential data for scientific purposes

⁷⁾ Act No 20/1966 Sb. on Public Health Care, as amended

^{7a)} Section 2, letter (o) of Act No 365/2000 Coll., on Public Administration Information Systems and on amendments to some other acts.

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