

Statistics Sweden's IT policy

Scope

This policy covers IT activities at Statistics Sweden, including activities focusing on systems development and methods, as well as IT activities during the actual statistics production.

Overall goals and principles

- Statistics Sweden shall
 - develop, produce and disseminate statistics for the needs of users and customers
 - coordinate and support the Swedish system for official statistics
 - actively contribute to the international statistical cooperation
- Statistical information is produced and made available through various types of statistical information systems, e.g. statistical sample surveys, total population surveys, and register-based systems. Statistics Sweden's IT organisation develops handles and maintains the IT part of these systems.
- Statistics Sweden's IT infrastructure shall be designed to efficiently support the statistics production process and the related internal and external communication needs.
- IT activities shall have the following overall goals: stability, security and efficient operations.

Guidelines for IT activities

Statistics Sweden's IT activities shall be determined by the needs of statistics production.

IT activities shall be conducted according to Statistics Sweden's own standards and principles as well as external generally accepted ones.

IT activities shall contribute to attaining Statistics Sweden's goals for the work environment.

IT activities shall include active monitoring of the rest of the world to provide a basis of long-term planning required to allow Statistics Sweden to benefit from new technology.

Statistics Sweden shall employ IT staff in sufficient numbers with sufficient competence to cover its normal needs, but external consultants may be used occasionally should the need arise.

Content and application

Statistics Sweden's IT organisation and division of responsibility

Statistics Sweden's IT organisation is de-centralised into eight units:

- The Central IT unit (within the Research and Development Department)
- Four IT units within the subject matter departments
- Two IT units within the data collection departments
- One IT unit within the Information and Publishing Department

The IT council, consisting of the heads of the IT units, shall form Statistics Sweden's IT organisation steering committee. The council shall also be advisers to Statistics Sweden's head of IT, the head of the Central IT unit.

The Central IT unit shall be responsible for strategic IT competence. The unit has the process responsibility for systems development and shall be responsible for general IT methodology work and production of standards and recommendations. The unit shall also be responsible for coordination of Statistics Sweden's IT activities. The IT unit shall also be responsible for coordinating operations with the outsourcing partner, and making sure that the infrastructure meets the development and production requirements. Further, the IT unit shall actively participate in international cooperation. The unit shall also be responsible for systems development to the administrative departments that don't have systems development resources. Finally, the IT unit shall be responsible for dissemination of information, human resources development and training in the area of IT.

The IT units within the subject matter, data collection and information and publishing departments shall coordinate IT development within each respective department, be responsible for development of production systems, spread and enforce the standards and recommendations, and be first-hand support to statistics production within each respective department .

Infrastructure

The IT infrastructure includes all equipment and software required as a basis for development and operations of Statistics Sweden's computer-based statistics production and administration. External communication through the Internet or dedicated connections is also included.

Goal

The infrastructure shall form a stable ground for Statistics Sweden's IT activities. It shall provide good conditions for both operations and development

Policy

Taking the operational requirements into consideration, Statistics Sweden shall choose the most effective solutions for its IT infrastructure. With the exception of certain communication services, Statistics Sweden shall own its IT infrastructure.

The infrastructures in Statistics Sweden's locations in Stockholm and Örebro shall, in principle, be equal, considering the current security demands,

Statistics Sweden shall apply current approved or de-facto standards to the construction of the infrastructure. Whenever possible, in-house or proprietary shall be avoided.

Statistics Sweden shall use standardised functions and techniques for data communication.

General IT methodology work

The Central IT unit is responsible for Statistics Sweden's general IT methodology work aimed at making recommendations and standards. The work is often conducted as projects and in close cooperation with Statistics Sweden's methodology organisation and other parts of Statistics Sweden's IT organisation. The IT unit also actively partakes in international methodology work.

Goal

Statistics Sweden's general methodology work shall provide effective methods and tools for the various phases in the process of statistics production. Methods and tools to facilitate the respondent's tasks and the statistics user's activities are of special importance.

Policy

The Central IT unit shall follow the development within the IT area by actively monitoring the rest of the world to make sure that new methods and techniques that could be advantageous to Statistics Sweden are monitored and evaluated. Exchange of experience and cooperation within Statistics Sweden and with other statistics offices shall be a means.

All systems development at Statistics Sweden shall be carried out according to a joint systems development model that gives active support to systems developers. The Central IT unit is responsible for the follow-up of the usage.

Statistics Sweden shall normally use standard/commercial software for IT activities.

Statistics Sweden shall have a set of recommended tools for each stage of statistics production.

IT skills

Goal

Statistics Sweden shall have at its disposal sufficient IT skills to run production and development efficiently.

All employees at Statistics Sweden shall have sufficient IT skills to efficiently and professionally conduct their job duties and have a good command of the current office information systems at Statistics Sweden.

Policy

Each part of Statistics Sweden shall have access to the skills necessary to carry out the tasks emanating from their particular responsibilities. External consultants may be used to meet special needs.

Statistics Sweden employees shall continually develop their IT skills. Special consideration shall be given to maintaining and further developing the expert skills needed in various IT areas.

Operations and administration

Operation activities include operations and administration of Statistics Sweden's IT infrastructure. This includes monitoring, installation, maintenance and administration of equipment, maintenance of supported software, back up of data, etc., as well as user support within these areas.

Goal

The goal for operations is to provide a stable and cost-effective production environment.

Policy

The day-to-day operations at Statistics Sweden are outsourced. The Central IT unit is responsible for operations to function according to the contract.

The operations organisation shall see that sufficient capacity is available to meet the changing needs.

Security and confidentiality

Security and confidentiality are regulated by special security regulations and a confidentiality policy. The policy shown here only aims at giving an overall framework within the IT policy.

Goal

The goal for security and confidentiality is to guarantee that data in the broad sense are not unduly distorted or lost, and are protected against unauthorised access.

Policy

Data and equipment in Statistics Sweden's network shall be reliably protected against unauthorised access, viruses and other unpredictable events. This also applies to data that is sent via an external network from respondents or to statistics recipients.

Decision date and validity

The Director General decided to adopt this policy on 2002-06-05. It is valid until further notice. The policy has been revised 2006-08-22 in accordance with organisational changes.

Responsibility for the policy

The Central IT unit, a part of Statistics Sweden's Research and Development department, is responsible for this IT policy after consultation with the IT Council.

Promotion and follow-up

The Central IT unit is responsible for the promotion of the policy. The promotion will be carried out through the networks and groups that have been formed and associated with the IT Council. It is up to all IT units to see that the intentions of the policy, as well as standards and recommendations, are followed.