

## **Rules on submission of microdata to users with the purpose of research**

### **1. Main concepts**

**Microdata (primary data)** are characterized account data of legal and natural entities and based on primary accounting;

**Confidential statistical data** are collected for production of official statistical materials and give possibility to identify statistical units directly or indirectly and reveal primary data;

**Identification of statistical units** is to reveal statistical unit based on primary data of unit that presents report directly or indirectly;

**Direct identification of statistical unit** is to reveal data and account units by means of title and address of account unit and tax payer's ID number presented by relevant executive authority;

**Indirect identification of statistical unit** is to reveal unit by means of information on address, property form, activity type and other statistical data except tax payer's ID number;

**Submission of microdata on purpose of research** – submission of primary data on purpose of research taking into account anonymity of statistical unit (to exclude information allowing its discernment).

### **2. General backgrounds**

The current rules regulate submission of microdata (primary data) for implementation research works according to Law of the Republic of Azerbaijan on 'Official statistics'. The 6th chapter of the Law of the Republic of Azerbaijan on 'Official statistics' is reflects primary statistical data and its confidentiality. Primary statistical data includes primary data about legal and natural entities and primary data collected on purpose of statistics couldn't be used for other purposes, excluding submission of data based on court decision. Moreover, according to article 16, if specified results don't give possibility to identify separate units, the access to confidential data for realization of concrete research projects that do not allow direct identification may be granted by the SSC office.

Rules refer to Administration of the SSC of Azerbaijan. Submission of microdata by local statistical bodies and Main Computing Center is prohibited.

### **3. The process of microdata submission**

The process of microdata submission is carried out by following order:

3.1. User should apply to administration of the SSC in written form with regard to purposes and data;

3.2. Relevance of requirement of user and availability of required data is studied by science and methodological council of the Committee during the month after receiving of the application and substantiate the request;

3.3 The reference of members of science and methodological council are presented and applicant is invited to the council;

3.4 Applicant has to fill in correspondent application form with the purpose to receive necessary data after positive decision of the council;

3.5 The necessary data are submitted to user by appropriate department of the administration or appointed executive person.

### **4. Basis for obtaining of microdata (content of the application)**

In order to obtain microdata applicant should refer to followings:

- impact of microdata on quality of research works and improvement of its results and economic efficiency of obtained results;
- requirement of head of the research (natural or legal entity) concerning to microdata;
- assurance of head of the research regarding to keep confidentiality of microdata;
- practice of researcher in the sphere of research and short description of research activity.

### **5. Application form concerning to microdata use**

Applicant has to fill in application form by means of answering to indicated questions:

1. Requisites of legal and natural entities (please specified):

1.1 Name and address;

1.2 Legal status;

1.2.1 State sector;

1.2.2 Private organizations;

- 1.2.3 NGOs;
  - 1.2.4 Public fund;
  - 1.2.5 International organizations and etc..
- 1.3 Contact information on applicant;
  - 1.3.1 Telephones (work, mobile);
  - 1.3.2 E- address;
- 2. type of activity (the sphere of work):
  - 2.1 University, institute and other educational institutions;
  - 2.2 research organization;
  - 2.3 other (should be indicated);
- 3. financial sources of the organization (activity):
  - 3.1 state budget;
  - 3.2 internal sources (excluding state budget);external sources;
- 4. required data (should be indicated);
- 5. to provide assurance of nonuse of data in other purposes (confirming by signature the correctness and completeness of the data, using of data only for indicated purposes, as well as non-distribution of received data).

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