

Application for inclusion of the research entity in the INE register of entities

0. Instructions

This application form is intended for entities wishing to be recognized as research entities.

The information provided in the application form will be examined by INE, which will decide whether or not to grant the status of “research entity”.

To decide the status of the entity, the criteria established in the following web page will be taken into account: [Access to Confidential Microdata for Scientific Purposes](#).

This application must be signed by a duly designated representative of the entity. The entity representative must be a person with authority to assume commitments on behalf of the organization.

All sections must be completed. Failure to respond may result in denial of the application.

Once completed, the form should be sent to usuinfo@ine.es.

Applicants will be notified by e-mail of the result of the evaluation.

Information on the processing of personal data can be found at the following [link](#).

Data of the research entity

Official full name of the entity:

Short name/ acronym:

Mailing address:

Website:

Country:

Type of entity:

University or higher education institution:

Research organization

Other (specify):

Nature of the entity:

Public

Private non-profit

Other (specify):

Duly designated representative of the research entity:

Name:

Position:

Phone:

E-mail:

Public documentation establishing the entity (statutes, etc.) reflecting the research nature of the institution: links and references to relevant documents. Is the research entity dependent on another organization or does it constitute an independent and autonomous unit? Describe the organizational structure of the entity.

Projects and research conducted by the entity. Please provide evidence of high quality research in which the entity has participated. List significant research projects in which the entity has participated. The research must have been conducted by or involved employees of the entity. The results should be publicly available, preferably in scientific journals (peer-reviewed) or have been published by the research entity in public dissemination channels (include references or links to the documentation).

Main security measures implemented in the institution to ensure the protection of information in research projects. For example: describe the computer system and network security of the institution's premises: whether the premises are locked or have an access control/surveillance system; whether computer assets (such as servers and client machines) used to store and access files are protected; whether servers and clients are managed by the entity's computer systems administration; whether there is an access password system and password manager; whether the operating system and security settings (virus and malware protection, permissions, security patches, firewalls) are regularly updated; whether they have software for deleting confidential information; etc.

Additional information (only if your entity is not located in Spain): National law on sanctions in case of misuse of confidential data. Please describe here the existing measures in your national law pertaining to the sanctions applicable in case of misuse of confidential/personal data.

I hereby certify that the information provided in this questionnaire is complete, accurate and correct and that any changes will be immediately communicated to INE. I understand that INE is authorized to verify the accuracy of the information provided in this questionnaire at any time. I understand that the INE may require further information, if necessary.

I confirm that my organization is submitting this application for recognition by the INE as a research entity. Such recognition will enable my organization to submit a research proposal on the basis of which access to confidential data for scientific purposes may or may not be granted. I am aware that, should my organization be recognized as a research entity, the name of my organization will be published on the INE website.

Furthermore, I undertake to adopt and maintain all necessary measures to comply with the above requirements.

Digitally signed by the entity's representative, as of the date of signature on: