

0. Introduction

This form is to be used by researchers working for [entities recognised by the INE](#), who wish to submit a research proposal that requires access to confidential data. The information provided in the application form will be examined by the INE, which will take the decision as to whether or not to grant the requested access to the information.

In assessing this proposal, the criteria set forth in the following website will apply: [Access to confidential microdata for scientific purposes](#)

Fill in the blank spaces with the required information. All sections must be filled in. The lack of a reply may result in the request being rejected.

When filled in, the form must be sent to usuinfo@ine.es

Applicants will be notified of the outcome of the assessment by email.

1. Entity information

1.1 IDENTIFICATION OF THE ENTITY REQUESTING ACCESS

Name of entity:

Postal address:

Website:

Country:

Entity type:

University or higher education institution

Research organisation

Other (please specify):

2. Project objectives

2.0 TO UPDATE A PREVIOUS REQUEST, QUOTE THE REFERENCE NO. (for example: BE001/1999)

2.1 TITLE

2.2 AIMS

2.3 WHY COULD THE PROJECT NOT BE CARRIED OUT WITHOUT ACCESS TO CONFIDENTIAL DATA?

2.4 DESCRIPTION OF THE PROJECT FOR WHICH ACCESS TO THE CONFIDENTIAL MICRODATA IS REQUESTED (maximum 6700 characters)

2.5 STATE WHETHER THERE IS ANY PUBLIC INSTITUTION THAT ENDORSES THIS PROJECT AND THE REASONS WHY IT IS IN THE PUBLIC INTEREST (include supporting documentation of this section).

3. Data for which access is requested

3.1 WHAT DATA DO YOU WANT TO REQUEST FROM THE INE? State the statistical operation and the period (for example, 2018 Survey on Innovation in Companies). In case of doubt, you can refer to www.ine.es or contact user support at www.ine.es/infoine

3.2 DETAILS OF THE REQUIRED INFORMATION

Variables	Period	Requested disaggregation

3.3 STATISTICAL METHODS TO BE USED IN THE DATA ANALYSIS

4. Results of the analysis

4.1 PRESENTATION OF THE RESULTS OF THE ANALYSIS (tables of results by variables, graphs, level of disaggregation, etc.).

4.2 DISSEMINATION OF THE RESULTS OF THE ANALYSIS (publication of articles, conferences, etc.).

5. Measures and instruments available to ensure the security of the confidential data released to the research teams

Categories	Measures		Specifications
1. Physical security measures present in the facilities where the data will be kept.	Computers in offices under lock and key.	<input type="checkbox"/>	Specify the office (floor, department, no., etc.).
	Other	<input type="checkbox"/>	Specify other measures, as applicable:
2. Logical security measures present in the facilities where the data will be kept.	Login passwords.	<input type="checkbox"/>	Indicate the password administrator (if applicable).
	Date encryption.	<input type="checkbox"/>	
	Record of use.	<input type="checkbox"/>	Details of the person responsible for recording use.
	Other	<input type="checkbox"/>	Specify other measures, as applicable:
3. Administrative security measures of the facilities where the data will be kept.	Need for identification for access to the facilities.	<input type="checkbox"/>	Details of the access point and type of control implemented.
	Record of access to the files.	<input type="checkbox"/>	Person responsible for recording access.
	Other	<input type="checkbox"/>	Specify other measures:
4. Systems available for erasure and/or destruction of the material that contains the information	File erasure programs	<input type="checkbox"/>	Specify the software to be used:
	Other (Paper shredders...)	<input type="checkbox"/>	Please specify:

6. Information on the research team that will access the data

6.1 NUMBER OF RESEARCH TEAM MEMBERS: _____

6.2 TEAM LEADER

Name: _____

Position: _____

Email: _____

Entity: _____

6.3 TEAM MEMBERS WHO WILL HAVE ACCESS TO THE DATA¹

Data manager - the person to whom confidential data will be sent - if different from principal researcher (*)

Name: _____

Position: _____

Entity: _____

Team member 1

Name: _____

Position: _____

Entity: _____

Team member 2

Name: _____

Position: _____

Entity: _____

Team member 3

Name: _____

Position: _____

Entity: _____

Team member 4

Name: _____

Position: _____

Entity: _____

¹ More fields can be added to collect the identification of all the research team members

Having regard to the request for access to confidential microdata for scientific purposes for the project:

With lead researcher:

The undersigned declares that the information contained in the request for access to confidential data for the above-mentioned research project is complete and accurate, and any changes will be immediately notified to the National Statistics Institute (INE).

The undersigned agrees that the INE may check the accuracy of the information provided at any time, and may request additional information if necessary.

In _____ on _____

Signed:
Lead Researcher

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

INFORMATION ON PERSONAL DATA PROTECTION:

The personal data collected in this form will be used exclusively to process your request. You may exercise the rights set out in current relevant law by emailing usuinfo@ine.es, or to the INE's Data Protection Officer, dpd@ine.es

You can view further information in the [Register of Processing Activities of the INE](#)