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Eurostat Microdata Use Policy

1. SCOPE AND PURPOSE

- 1.1 These policy and procedures are for BU researchers i.e. staff and/or students and/or visiting faculty carrying out research using Eurostat Microdata under the auspices of Bournemouth University. Postgraduate researchers are included in this definition and funded studentships must pay special attention to any research data requirements of their funder.
- 1.2 These policy and procedures must be followed by the 'principal researcher' and all BU 'authorised researchers' (those named in the research proposal), when planning, conducting and disseminating research using Eurostat Microdata.
- 1.3 For further information on requesting Eurostat Microdata please consult the [EU Eurostat website](#), [Microdata access Guidelines](#) and the [European Microdata in a Nutshell](#) video.

2. KEY RESPONSIBILITIES

- 2.1 Deputy Vice-Chancellor – BU's 'duly designated representative', responsible for BU's overall relationship with Eurostat.
- 2.2 Head of Library & Learning Support – BU's Eurostat 'contact person', responsible for counter-signing each research proposal.
- 2.3 Principal Investigators – are responsible for complying with the policy and ensuring that all Co-Investigators are aware of the policy. Eurostat Microdata for use by students must be applied for in conjunction with a member of academic staff under the employment of Bournemouth University.
- 2.4 BU Researchers – are responsible for complying with the policy whilst conducting their research within the legal framework of Regulation (EC) No 223/2009 of the European Parliament and of the Council of 11 March 2009 on European Statistics.
- 2.5 In the event of a dispute or claim concerning the processing of the confidential data for scientific purposes, Bournemouth University (the research entity) must cooperate with a view to settling them amicably in a timely fashion.

The 'principal researcher and all BU 'authorised researchers' (named in the research proposal) must:

- a. Follow the BU procedure for requesting Eurostat Microdata that is set out in the [Requesting Access to and Disposing of Eurostat Data procedure](#) document. All requests must comply with it and all relevant BU policies (e.g. Data Protection Policy).

- b. Ensure that they have a Data Management Plan (DMP) before making a request for Eurostat Microdata.
- c. Prior to access, submit to the Commission (Eurostat) a research proposal in accordance with the predefined standards and countersigned by the 'contact person' (Head of Library & Learning Support) , which will be assessed by Eurostat and the national statistical authorities concerned. Access will only be granted when the proposal has been duly approved.
- d. Secure confidential data on a password protected electronic storage device.
- e. Ensure that no copy of all or part of the data is made and none of the data must leave the research entity's premises.

Please Note - Due to the Coronavirus pandemic many research entities are closed, making it impossible to work on the data. In these special circumstances, remote access to the data may be allowed if certain conditions are fulfilled (see item 8.2 of the [Microdata access Guidelines](#)). If remote access to the data is required a [request form](#) must be completed.

- f. Ensure that confidential data is used for scientific purposes only, for the statistical analyses specified in the research proposal submitted for assessment
- g. Ensure that none of the data will be accessed by non-authorised persons or parties.
- h. Not attempt to identify particular persons or organisations to which the information relates and will not disclose, either directly or indirectly, the information to any other person or organization.
- i. Acknowledge that they may be subject to disciplinary sanctions in the event of breach of the confidentiality rules set out in the agreement between Bournemouth University and Eurostat.
- j. Acknowledge that by submitting an application for data that any deliberate attempt to compromise the confidentiality of persons or organisations to which the confidential data for scientific purposes relate may result in prosecution in accordance with the applicable national laws.
- k. After expiry or completion of the project indicated in the research proposal (or in the event of termination of access by Eurostat), the principal researcher must destroy the dataset and any data or variables derived from it and sign a declaration to the effect that **all data has been destroyed**. This **obligation applies to the original data sent by Eurostat and to all derived data, except for the aggregated and/or analysed data** as presented in the research results/reports.
- l. Deposit any derivative research data in BORDaR, BU's open access data repository.
- m. Comply with any request for information necessary to verify the observance of the rules regarding the use of the information.