



**AALBORG UNIVERSITET**

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## Guidelines for data processing related to Statistics Denmark at the Faculty of Social Sciences and Humanities (SSH)

The following guidelines for processing data from Statistics Denmark have been developed by a working group consisting of researchers from three SSH departments. The working group's recommendations were discussed at the faculty management meeting on 18 November 2021, where the guidelines were approved. At the same time, it was decided to extend them to cover the entire SSH faculty.

### Guidelines:

- Researchers who need to process data from Statistics Denmark for the first time must complete a data security course before gaining access to data. The course is intended to ensure that the researcher is familiar with and agrees to Statistics Denmark's rules and the greatest risks as regards Danish personal data legislation. To access the course, the researcher should contact either their local Statistics Denmark data manager or CALDISS ([caldiss@adm.aau.dk](mailto:caldiss@adm.aau.dk))
- Research projects at Statistics Denmark must have two tenured users, as a minimum. This is to ensure that it will always be possible for users to have material checked before transferring data to their own computer.
- The number of users authorised to transfer to own computer should be limited. Researchers are recommended to always let a colleague/data manager/security administrator inspect material before transfer to own computer. However, it is recognised that situations of time pressure may occur, in which case researchers need to transfer material immediately. A distinction is made between (1) material which, as a general rule, may be transferred to own computer without revision and (2) material which must be revised by a gatekeeper (colleague/data manager/security administrator). In case of doubt, the gatekeeper should be consulted.

### Material that can typically be transferred to own computer without revision:

- Model estimates
- Aggregated graphs (each geometric object in the graph must represent at least five units)
- Calculated measurements and estimates (must be based on at least five units)



Material that must always be revised

- Frequency tables (including unit counts of one or more variables based on absolute numbers, rates, and/or percentage)
  - Aggregated datasets
  - Code files (do-files, scripts, syntax files, editor files, etc.)
  - Log files
  - Measurements or graphs describing or visualising dispersion and/or variance in data
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- Students and student assistants cannot be granted authorisation to transfer.
  - Regular follow-up procedures must be conducted to clarify who are authorised to transfer to own computers in specific projects (see below for responsibility for follow-up). This is to ensure that authorisation to transfer is limited and is not maintained for users who should no longer be authorised. Follow-up procedures must be conducted twice every year as a minimum for external parties, and once a year as a minimum for AAU members of staff. Individual researchers should have an influence on whether or not they wish to be granted authorisation to transfer.
  - Regular follow-up procedures must be conducted on user access to projects. This is to ensure that no unauthorised individuals can access projects and data - particularly former employees, external collaboration parties and students. Follow-up procedures must be conducted at least twice a year for students and external parties. Follow-up procedures must be conducted at least once a year for AAU staff.
  - Follow-up procedures must be conducted on active projects and project managers at least twice a year. This to ensure that projects that have been completed are also completed at Statistics Denmark. If a project is still active but the project manager is no longer working on the project, the project responsibility must be transferred to another user.
  - If external parties become involved, Grants & Contracts should be contacted for advice. External individuals involved in the project must be made aware of the SSH faculty's guidelines for working with data from Statistics Denmark.
  - If students are to have access to data from Statistics Denmark through a project in which AAU acts as data controller, such students must be employed by Aalborg University.
  - Departments with a fair amount of activity involving the use of data from Statistics Denmark must have a permanent Statistics Denmark contact person (Statistics Denmark data manager).
  - When funding is applied for for research projects containing registry-based data from Statistics Denmark, funding should also be applied for to cover expenses for data management/support and maintenance of any Statistics Denmark project databases.

**Task description for Statistics Denmark data manager:**



The department's Statistics Denmark data manager is responsible for ensuring that all the above guidelines are complied with at the department. That is:

- Follow-up on user access, transfer rights, projects and project managers as described.
- Establishment of users and new projects, including ensuring that the necessary agreements have been made when involving external parties and students. For users, this includes ensuring that new users complete the data security course.

Moreover, the Statistics Denmark's data manager has a number of other tasks which aim to facilitate the researchers' work with data from Statistics Denmark, and to ensure synergy and collaboration across the departments as regards Statistics Denmark. The other tasks are:

- Guiding researchers through the right channels so as to begin working with data from Statistics Denmark.
- Acting as the department's central entry to Statistics Denmark.

Statistics Denmark's data managers from across the faculty are gathered in a network under CALDISS. Together, they are responsible for:

- Developing and continuously adapting the Statistics Denmark security course.
- Securing dedicated support or skills development opportunities for new researchers. This is to ensure that technical barriers for working with data from Statistics Denmark are reduced.
- Creating an overview of active projects and existing data purchased in projects in order to make good use of data and to avoid double purchases.
- Acting as or providing a sparring partner to solve challenges relating to data processing. This will help researchers avoid spending valuable research time on time-consuming data processing challenges.
- Maintaining guidelines for the involvement of external parties. This must be done in collaboration with Grants & Contracts and in accordance with the national practice in this field.
- Evaluating these guidelines at least once every year and submitting any amendment proposals to the dean's office.

Estimated amount of time spent by the data manager: 50 hours per semester.

### **Departments without a Statistics Denmark data manager function**

At departments where data from Statistics Denmark are rarely used, a Statistics Denmark data manager function is not established. Researchers from such departments who wish to work with



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data from Statistics Denmark should contact the network of data managers via CALDISS and acquire guidance and support from them as to how to comply with the faculty's guidelines. The scope and content of such inquiries will be recorded, so as to be able to assess in the long term whether it might be necessary to establish a Statistics Denmark data manager function at the individual departments.