

How to send in external data and transfer data between projects at Statistics Denmark

(23.03.2017)

Sending in external data

Permission?

Make sure the sender has permission to transfer the data to you and that you have permission to receive them!

SAS datasets

If possible, send in external data as SAS datasets. It will lower the amount of time spent on handling the data and therefore also the cost, since you will be charged by the hour for de-identifying and reading in data. If it is not possible to deliver SAS datasets, please make sure that data are in a format that can easily be converted to SAS.

Information about data

It is very important that you **enclose the following information with the data:**

- Project number
- Name of contact person for the project (Susanne Bang Vind)
- Number and name of datasets
- Contents of data set(s)
- Which variables need de-identification?

If data are send directly from a third party, e.g. a municipality or directorate, it is important to make sure that the sender knows the procedure outlined above.

Please also email a copy of the information to Allan Timmermann, CIRRAU, at ati@econ.au.dk

Data that is not personally identifiable can be send in directly to Susanne Bang Vind sbv@dst.dk with the above information. Please cc Allan Timmermann, CIRRAU, at ati@econ.au.dk

Personally identifiable data should be sent either by:

- Data upload to Statistics Denmark. To upload your data directly, please follow instructions in the document 'Vejledning til upload af data' at <http://www.dst.dk/da/TilSalg/Forskningservice/Vejledninger> [In Danish but with 'screen dump type illustrations']
- Registered mail (anbefalet post) to Statistics Denmark. Data on a dvd, cd-rom, or memory stick (not returned)

Mail address:

Servicedesk
Danmarks Statistik
Sejrøgade 11
2100 København Ø

OR delivered personally to the reception at Statistics Denmark.

Transferring data between project folders at Statistics Denmark

To receive data

Make sure the new data are covered by the receiver's project notification under the general permission from the Danish Data Protection Agency to Aarhus University / the permission from the data protection agency to the 'receiver project'

- 1) Notify Aarhus University (under the general AU notification for the data protection agency) that you are to receive data from another project. Use CIRRAUs form for AU notifications. Email a copy of the form to Statistics Denmark. In addition, you need to state clearly the path and file name of the data that you wish to receive in your project notification for Statistics Denmark.
- 2) Email permission to transfer data from the 'supplier project' to Statistics Denmark, together with a statement from the data owner that he/she accepts the data transfer. In this statement, state clearly the project numbers, path and file names of the data in the 'supplier project' and the 'receiver project'.

In case the data are owned by another authority than the manager of the supplier project, you need permission from the data owner, e.g. SKAT. This permission may be given in the form of an email sent to Susanne Bang Vind, directly, at sbv@dst.dk

To transfer data

1) Use CIRRAUs form for AU notifications. Notify AU that you wish to transfer data to another project. Submit a copy of the form to Statistics Denmark. State clearly the project numbers, paths and file name for both 'supplier project' and 'receiver project' for the dataset(s) your wish to transfer.

Please send copies / cc Allan Timmermann ati@econ.au.dk when you submit permissions and notifications. Copies will be archived with all other project documents as evidence that your research project is set up according to Danish legislation.