



Application for Access to Microdata in the Statistical Institute of Belize

Information you provide on this form will not be shared with others unless a breach of the legal agreement is confirmed, in which case the Statistical Institute of Belize (SIB) may inform partner statistical agencies in other countries.

This form is to be mailed or faxed, with a covering letter bearing the sponsoring agency's letterhead to:

*Mail to: Statistical Institute of Belize
 1902 Constitution Drive
 P.O. Box 617
 Belmopan
 Belize, C.A.*

Fax to: 501-822-3206

E-mail scanned copy to: info@mail.sib.org.bz

Title of the dataset(s) you are requesting:

Terms

In this agreement,

1. 'Primary Data Investigator' refers to the investigator who will serve as the main point of contact for all communications involving this agreement. The Primary Data Investigator assumes responsibility for compliance with all terms of this Data Access Agreement by employees of the receiving organisation.
2. 'Other Investigators' refers to individuals other than the Primary Data Investigator, including research assistants, who will have access to the restricted data.

3. 'Receiving Organisation' refers to the organization/university/establishment that employs the Primary Data Investigator.
4. 'Representative of the Receiving Organisation' refers to an individual with authority to represent the receiving organisation in agreements of this sort.

Section A. Primary Data Investigator

- First name _____
- Last name _____
- Title _____
- Organisation _____
- Position in organisation _____
- Postal address _____
- Telephone _____
- Fax _____
- Email _____

Section B. Other Investigator(s)

Provide the name, position and affiliation of the next two senior members of the research team who will have access to the restricted data.

- 1) Name (Last/First) _____
Position _____
Affiliation _____
- 2) Name (Last/First) _____
Position _____
Affiliation _____

A current resume or curriculum vitae for each person who will participate in the research must be provided with this request. Resumes or CVs must specify nationality. (*This requirement may be waived for persons employed and conducting research on behalf of the Government of Belize or a public agency in Belize*).

Section C. Receiving Organisation

Organisation name _____

Type of organisation (**tick one**)

- Line ministry/public administration
- University
- Research centre
- Private company
- International organisation
- Non-governmental agency (national)
- Non-governmental agency (international)
- Other (specify) _____

Organisation's website (URL) _____

Postal address _____

Section D. Representative of the Receiving Organisation

- First name _____
- Last name _____
- Title _____
- Organisation _____
- Position in organisation _____
- Postal address _____
- Telephone _____
- Fax _____
- Email _____

Section E. Description of intended use of the data

Please provide a description of your research project (questions, objectives, methods, expected outputs, partners). Explain why publicly-available datasets are not sufficient for your purposes. If information is insufficient, your request may be rejected or additional information required. This information may be provided in an attached appendix to this request.

List of expected output(s) and dissemination policy:

Section F. Identification of Data Files and Variables Needed

Researchers are requested to indicate which subset of variables or cases they are interested in, to allow the SIB to prepare the data files.

This request is submitted to access **(tick one)**:

- The whole dataset at SIB headquarters (all cases in database).
- A subset of variables and/or cases as described below (note that the sample weighting coefficients will always be included in sub-sets, but not the record identifiers).

Section G. Software Requirements

The following software will be used by the researchers:

- CPro
- SAS
- SPSS
- Stata

Other software (specify): _____

Notes

- *SIB periodically upgrades its software. Contact us if you need more information on the version of each application available.*
- *Researchers who need software not provided as a standard by SIB will have to provide SIB with a valid licence of the application, which will be installed by SIB staff for the duration of the research work (the licence will remain the property of the researcher). Please contact SIB prior to finalising this request to confirm technical feasibility.*

Section H. Data Access Agreement

If approved, the following agreement will be signed:

The Primary Data Investigator, the Other Investigators, and the Representative of the Receiving Organisation agree to comply with the following:

1. Access to the restricted data will be limited to the Primary Data Investigator and Other Investigators listed in the application form, and who will sign the Oath of Secrecy set out in the SIB Act.

2. Copies of the restricted data or any data created on the basis of the original data will not be copied or made available to anyone other than those mentioned in the Data Access Agreement, unless formally authorised by SIB.
3. The data will only be processed for the stated statistical purpose. They will be used solely for reporting aggregated information and not for investigation of specific individuals or organisations. Data will not be used in any way for any administrative, proprietary or law-enforcement purposes.
4. The Primary Data Investigator undertakes that no attempt will be made to identify any individual person, family, business, enterprise or organisation. If such a unique disclosure is made inadvertently, no use will be made of the identity of any person or establishment discovered and full details will be reported to the SIB. The identification will not be revealed to any other person not included in the Data Access Agreement.
5. The Primary Data Investigator will implement security measures to prevent unauthorised access to the microdata acquired from the SIB. The microdata must be destroyed upon the completion of this research, unless SIB obtains a satisfactory guarantee that the data can be secured, and provides written authorisation to the receiving organisation to retain them. Destruction of the microdata will be confirmed in writing to the SIB by the Primary Data Investigator.
6. Any books, articles, conference papers, theses, dissertations, reports or other publications that employ data obtained from the SIB will cite the source of data in accordance with the citation requirement provided with the dataset.
7. An electronic copy of all reports and publications based on the requested data will be sent to the SIB.
8. The original collector of the data, the SIB, and the relevant funding agencies bear no responsibility for use of the data or for interpretation or inferences based upon such uses.
9. Breaches of the agreement will be treated seriously and the SIB will take action against those responsible for the lapse if either wilful or accidental. Failure to comply with the directions of the SIB will be deemed a major breach of the agreement and may involve recourse to legal proceedings. The SIB will maintain and share with partner data archives a register of those individuals and organisations responsible for breaching the terms of the Data Access Agreement and will impose sanctions on release of future data to these parties.
10. The SIB reserves the right to terminate any project at any time it deems an investigator's action will compromise confidentiality or ethical standards of behaviour in a research environment.
11. No printouts, electronic files, documents, written notes or media will be removed from the SIB until scanned for disclosure risk by SIB staff.
12. The Primary Data Investigator and other investigators may be barred from any future use of SIB's databases upon review and determination by the Director-General of the SIB that this is necessary to protect the integrity and confidentiality of the databases.

Signatories

The following signatories have read and agree with the Data Access Agreement as presented in section H above:

The Primary Data Investigator

Name _____

Position _____

Signature _____ Date _____

Representative of the Receiving Organisation

Name _____

Position _____

Signature _____ Date _____

SIB expects that all researchers will adhere to established standards and principles for carrying out statistical research and analyses. Researchers must conduct only those analyses which have received approval. Failure to comply will result in cancellation of the research activity and potential disbarment from future research activities in the SIB.

For Office Use Only

Request reviewed on [date]:

Decision by the Review Committee:

- Approved
- Deny [reason] _____
- More information needed _____

Access to Requested Database(s) Approved by:

Name _____

Position _____

Signature _____ Date _____