



## Rules for using the Remote Access facility of CBS

(version March 2017)

**1. Always respect the confidentiality of the information that has been made available to you.**

*The files you are working with contain sensitive data on persons, households or companies. The results of your research must not be traceable to individual persons, households, businesses or institutions under any circumstance. This also implies that the data cannot be used for enforcement or administrative corrections.*

**2. Be careful with your personal token and do not share your token and password with anyone.**

*Your token and password are personal and may not be shared with others. Report theft / loss of or damage to your token directly to CBS.*

**3. Do not let unauthorised people watch your pc screen when you have access to the Remote Access network.**

*Anyone who can watch your pc screen must be in possession of a valid CBS confidentiality statement. It is therefore not allowed to access the Remote Access network in a public area.*

**4. Make sure the computer you work on using the Remote Access network is secure and always activate the screensaver or disconnect from the CBS network when leaving the computer.**

*Make sure you work on a secure network with up-to-date antivirus software. It is not allowed to work on a public WiFi network. Make sure that the screensaver is password protected.*

**5. Only use the information from the microdata for the research project that you submitted in advance to CBS.**

*You can access files for a specific research project, where we check whether the requested files are indeed needed to answer the research questions within the project. In that context, for each research project the purpose of the requested files will be reassessed. New access to files must always be applied for in the case of every new research project. Microdata can never be used for enforcement or administrative corrections.*

**6. You may not copy screen data in any way.**

*You may not take information outside the Remote Access environment by overwriting the data, taking photos or using the function button 'printscreen'. Also, if you have specific questions about the data, you may not overwrite this information and mail this to CBS. Please use the appropriate export folder instead.*



**7. Always use the export folder in your account to export information from the Remote Access environment so employees of CBS can check it for disclosure risks.**

*You should only share your results with others if CBS has considered your output to be safe, even if your output is checked afterwards. Output checked afterwards may be shared in the meantime with others within your institution in possession of a CBS confidentiality statement. If output checked afterwards is not considered to be safe, you must destroy it immediately. Together with CBS you share the responsibility for not bringing revealing information outside the Remote Access environment.*

**8. You are obliged to publish the results of your research.**

*Send a copy of your publication to [microdata@cbs.nl](mailto:microdata@cbs.nl). We will publish the reference on our website.*

**9. Do not run more than two application sessions at once (fair use).**

*The CBS microdata infrastructure is equipped for a maximum of two concurrent sessions per user. If users open multiple sessions to statistical applications simultaneously, the load on the server infrastructure will become too high and may cause problems to you and other users.*

**10. Contact CBS if you have questions or doubts regarding the above rules.**

*Microdataservices can be reached by phone or email on weekdays from 8:30 to 17:00. Via email to [microdata@cbs.nl](mailto:microdata@cbs.nl) or by phone at +31(0)88-5707070.*