



## Submitting output or other exportfiles

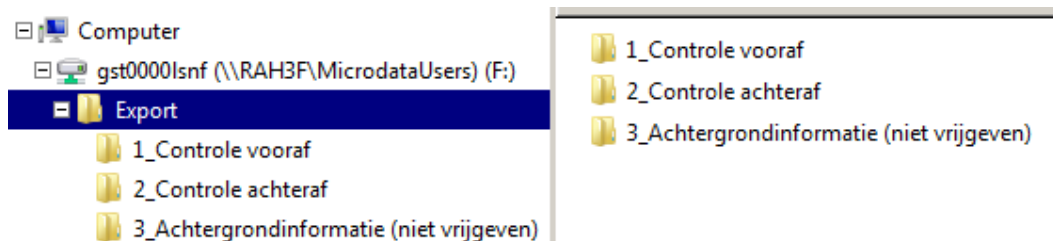
### Different types of export

You work with microdata in the secure Remote Access environment. All the information you want to bring outside this secure environment we call export. You can only bring information outside the secure environment by making use of the export folder. You are not allowed to bring any information outside the Remote Access environment by copying the data from the screen, taking photos or using the option 'printscreen'. This applies to all the information you want to bring outside the secure environment, even if you only have specific questions about the data (for example unexpectedly low linking percentages, implausible outcomes for certain groups or similar), you are not allowed to copy this information from the screen and mail this to CBS. Please use the export folder instead. The same applies to syntaxes or other documentation without data. This information can be exported for free.

All data **results** you want to bring outside the Remote Access environment are called output. Obviously, output may also only be brought outside the secure environment by means of the export folder. Besides the fact that you yourself are responsible that no revealing data leave the secure environment, CBS is also responsible for this. Therefore CBS checks all output on possible risk of disclosure. For this output check we charge money (see [Service catalogue](#)). How to make sure the output you provide is safe, can be found in the [Output Guidelines](#).

### Export folder

To bring information outside the secure environment, please use the export folder. You can find the export folder at the F drive (home directory). The export folder contains one or more subfolders. In each export folder you can always find the subdirectory '1\_Controle vooraf' (Check in advance). If the output of your project may be checked afterwards, there are 2 additional subfolders, namely '2\_Controle achteraf' (Check afterwards) and '3\_Achtergrondinformatie (niet vrijgeven)' (Background information (do not release)).



### **Submitting data other than output (for specific questions about datasets)**

If you have specific questions about the data (for example unexpectedly low linking percentages or implausible outcomes for certain groups) you can share the numerical information with us in two ways. You can put the file containing this information clearly visible in your workspace or you place the file with this information in the export folder '1\_Controle vooraf'. In both cases please send CBS an email ([microdata@cbs.nl](mailto:microdata@cbs.nl)) with your request and the location of the file.

### **Submitting syntaxes or other documentation**

Please put syntaxes and other documentation without data in the folder '1\_Controle vooraf' or if output of your project may be checked afterwards in the folder '2\_Controle achteraf'. Please make sure that there are no identifying details or data (such as rinpersoon or frequency tables) in the files.

### **Submitting output**

In general, if a project (independent of any user) submits a correct normal output, which complies with the output guidelines, the next outputs of the project may be checked afterwards. There are projects of which the output will always be checked in advance. E.g. projects of institutions outside the EU and projects that use datasets with causes of death. This can be communicated during the intake. If your project is eligible for checking afterwards, you will have to send a request to Microdata services by email ([Microdata@cbs.nl](mailto:Microdata@cbs.nl)). If we can meet your request, the project leader and researchers will be informed about this. You can also choose to always have the output checked in advance (so no measures will be taken if output is not safe).

Please always submit a completed output control form with all your output. This form can be found in the Remote Access environment in folder 'RA\_Data\8\_Uutilities\Regels\_Richtlijnen'.

- **Submitting output in a project which may only be checked in advance**

If the output may only be checked in advance, please put the output in a **zip file** in the folder '1\_Controle vooraf'. If it is a small output (see conditions output light in appendix1) write 'LIGHT\_' at the start of the name of the zip file.

- **Submitting output in a project which may be checked afterwards (see rules checking afterwards in appendix2)**

If you have chosen to let your output be checked afterwards and the project members are notified by CBS, this does not mean that all output from your project can be checked afterwards. Only output that meets the output guidelines may be checked afterwards. Therefore attention needs to be paid to put the output in the appropriate export folder(s).

Different types of output:

- ***Output fully complying with the guidelines without revealing background information***

Please put this output in a **zip file** in the folder '2\_Controle achteraf'.

Please only put output in the folder '2\_Controle achteraf' if it fully complies with the guidelines. Output light may not be checked afterwards.

- ***Output fully complying with the guidelines with revealing background information***

Please put the files with background information in a **zip file** with

'\_background information' in the name in the folder

'3\_Achtergrondinformatie (niet vrijgeven)'. Please put the output itself in a zip file in the folder '2\_Controle achteraf'. Output light may not be checked afterwards.

- ***Output not fully complying with the guidelines (including an explanation why there is no disclosure risk)***

Please put this output in a **zip file** in the folder '1\_Controle vooraf'. If it is a small output (see conditions output light in appendix1) write 'LIGHT\_' at the start of the name of the zip file.

## **Appendix 1: Conditions and procedure output light**

### **Conditions:**

- No script, only tables (preferably in Excel)
- Up to 10 tables, up to 1,000 cells with up to 500 cells with numbers (the remaining cells can contain statistical measures such as mean and standard deviation) or up to 5 model results or up to 5 graphs (flat figures, number of observations clearly stated and at least 10)
- In a combination of tables, model results and/or graphs, the share is important (eg, three model outputs (3/5 of maximum number of model results) can have up to 4 tables with 400 cells and 200 cells with numbers (2/5 of maximum number of tables))
- May not be checked afterwards

### **Procedure:**

- If the researcher thinks that the output meets the conditions of 'light', he gives the zip file the name 'LIGHT\_'.
- Output light will be checked in the morning of the first working day after the output has been put in the export folder. This is not always possible with output based on health care datasets, because the content expert also has to check the output. Please ask for the possibilities in advance if you would like to submit output based on health care datasets which needs to be checked the next morning.
- Output checkers will ultimately decide whether it really is an output light (meets the conditions and checked within half an hour)
- If an output, submitted as light, does not meet the light conditions, the researcher will be informed and asked for a cost agreement. It is then possible to withdraw the output.

## **Appendix 2: Rules checking afterwards**

### **Rules:**

- Output can only be checked afterwards if you have received a confirmation email about this from CBS
- Only output that fully complies with the output guidelines may be checked afterwards
- Output light may not be checked afterwards
- Output should not be made public before CBS has confirmed that the output is safe
- In the mean time output may be analysed by or discussed (not by email) with other researchers who have signed a confidentiality statement with CBS (this does not necessarily have to be a researcher / onlooker on the same project)
- CBS checks the output within 3 working days