



Microdata access application

version July 30, 2021

According to article 6 of the Policy rule on access to CBS microdata of August 1, 2021 (nr CSB-2021-072)¹ your institution should submit an application to Statistics Netherlands (CBS) in order to obtain access to CBS microdata for research purposes.

In order to be able to assess the application for access to microdata, CBS asks your institution to provide correct, up-to-date and complete information. You need to fill in the application form and the supporting documents in Dutch or English.

Completed application forms should be addressed to A. Berg, Director-General of Statistics.

The application can be sent to aanvraagmicrodata@cbs.nl or by post: Postbus 24500, 2490 HA The Hague.

CBS only uses the information received to assess whether your institution complies with the criteria for access to microdata. CBS may ask you for additional information.

The head of your institution should report changes in the supplied information immediately, so CBS can assess whether this has consequences for the access to microdata. If you fail to do so, CBS may deny your institution further access to microdata.

The application has to be signed by the head of your institution and, if there is a so-called statistical enclave, also by the head of that statistical enclave.

NB. CBS assesses each project individually against the criteria for research projects on CBS microdata. The main criteria are that your institution uses the data only for statistical purposes, that there is a lawful ground for processing the CBS microdata under the General Data Protection Regulation (GDPR), and that your institution publishes the results of the research for the public.

1 Staatscourant 2021, 36083 | Overheid.nl > Officiële bekendmakingen ([officiëlebekendmakingen.nl](https://www.officiëlebekendmakingen.nl))
The English translation of the Policy rule can be found on the [CBS-website](#)



Access to microdata

Questionnaire relating to the institution

Based on Article 41 of the CBS Act, the Director General of CBS may grant access to microdata to a number of categories of institutions listed in that Act:

- a. A Dutch university as defined in the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek);
- b. An organisation or institution for scientific research established by Dutch law;
- c. A planning agency established under or pursuant to Dutch law;
- d. A Community or national statistical authority of a Member State of the European Union;
- e. Research departments of ministries and other services, organisations and institutions.

The main criteria for admission are that your institution has the conduct of statistical or scientific research as its principal activity, or has an enclave entirely devoted to scientific research, and publishes the results of this research for the public. In addition, your institution must have legal personality and be located within the European Economic Area (EEA)² or in a country with an adequacy decision³. More information can be found in the above-mentioned policy rule⁴.

An authorisation will expire after its period of validity. Some time before the expiry date, you can use this form to apply for an extension. Please take into account a processing period of eight weeks.

2 Member states of the European Union (EU) plus Liechtenstein, Norway and Iceland

3 [Adequacy decisions | European Commission \(europa.eu\)](#)

4 Staatscourant 2021, 36083 | Overheid.nl > Officiële bekendmakingen ([officielebekendmakingen.nl](#))

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Question 1

Name of the institution

Head of the institution (gender, title, initials and surname)

Position

E-mail address (work)

Phone number (work)

Visiting address (street, house number, postal code, city)

Mailing address (PO Box number or street/house number, postal code, city)

Website

Question 2

In the past 10 years, has your institution been convicted or fined for (incorrect) data handling?

Yes Please describe in an **appendix** the circumstances, the period in which it took place and the conviction or fine.

No

Question 3

Has your institution been the target of a hack, ransomware attack or other form of cybercrime during the past three years?

Yes Please describe in an **appendix** the circumstances, the period during which it occurred.

No



Question 4

Only institutions with a legal personality are eligible for authorisation.

Does your institution have one of the following legal forms?

Sole Proprietorship	You do not qualify for an authorisation, your application stops here.
General Partnership	You do not qualify for an authorisation, your application stops here.
Partnership	You do not qualify for an authorisation, your application stops here.
Limited Partnership	You do not qualify for an authorisation, your application stops here.
Other	Continue with the next question.

Question 5

The General Data Protection Regulation (GDPR) applies to the processing of CBS microdata.

If you want to conduct research on CBS microdata, you, as a joint controller, must have a lawful ground for processing these data according to Article 6.1 GDPR. For research on CBS microdata, you can only use ground e or f. These are explained below.

If your institution does not have its own lawful ground for data processing, but conducts research commissioned by another institution, you can do this in the role of data processor on behalf of your client in the role of joint controller, whereby your client must have a lawful ground for processing.

Please fill in which grounds might apply to the research you want to conduct with the microdata of CBS. You may fill in more than one answer.

My institution has its own ground, namely:

Ground e a task carried out in the public interest or in the exercise of official authority vested in the controller
*This task must have a legal basis.
Name the relevant legislation.*

Ground f a legitimate interest
Research based on legitimate interest is only permitted if your legitimate interest is scientific. You must be able to demonstrate this for each research project.

My institution conducts research as a processor on behalf of another institution.

My institution is based in a country with an adequacy decision.

For each project, you must always state your grounds for processing or those of your commissioning party in the application.



Question 6

An important criterion for admission to CBS microdata is that you, as an institution, publish the results of your research for the public. For research on CBS microdata, this requirement is mandatory.

How does your institution make the results of its research public?

Please enclose in an **appendix** an overview with a number of active links to recently completed relevant research publications. As well as a link to the internet page where you publish the research publications.

Question 7

Which of the above categories a to e mentioned by the CBS Act does your institution fall under? Tick the category and explain your answer.

- | | | |
|----------|---|---|
| Category | a | A Dutch university as defined in the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek) |
| | b | An organisation or institute for academic research established by Dutch law |
| | c | A planning office established by or under the enactment of the law |
| | d | A Community or national statistical authority of a European Union Member State |
| | e | Research departments of ministries and other departments, organisations and institutes |

Explanation

If you fall under categories a to d, no further questions need to be answered.

If you fall under category e, please send the documents below as an **appendix** and continue with the next question.

- Recent extract from the Chamber of Commerce registration (or a comparable legal document)
- Articles of association



Question 8

Where is your institution based? Enter the country.

Netherlands

EEA⁵

Country with Adequacy Decision⁶

Other

You are not eligible for an authorisation. Your application stops here.

Question 9

Does your institution have a Scientific Advisory Board, Ethics Committee or similar body that oversees the quality and integrity of your research? Please specify.

Yes

No

Question 10

Does your institution have an ISO or other comparable certification regarding the handling of research data? Please specify.

Yes

Please include a link to the relevant certificate on your website.

No

5 Member states of the European Union (EU) plus Liechtenstein, Norway and Iceland

6 Adequacy decisions | European Commission ([europa.eu](https://european-council.europa.eu/media/eu-press-room/en/infographic-114193))



Question 11

Describe the research activities as well as the other activities of your institution. Please indicate the size (in full-time equivalent (FTE)) of your institution and also indicate what percentage of your staff capacity is involved in research activities.

Please enclose as an **appendix** a recent annual plan, a capacity account with distribution of duties, or any other current document proving the above.

Question 12

If your institution carries out activities other than research, please describe how the research activities are organised in the institution, and describe whether and how research activities are separated from other activities.

Question 13

The CBS microdata may only be used to carry out statistical or scientific research. If an institution has other objectives or activities besides the main objective of conducting statistical or scientific research (such as auditing, enforcement, administrative tasks, consultancy and interim management), the persons conducting the research must operate independently from these other activities.

Research can be conducted in a so-called 'statistical enclave'. This is a separate research department that is fully dedicated to conducting statistical or scientific research. The requirement that the department operates as an independent organisational unit with its own manager is then decisive. In addition, CBS sets a minimum size for a research department of 3 FTEs of researchers for an organisational size smaller than 25 FTEs, or 5 FTEs of researchers for an organisational size of 25 FTEs or more.

Does your institution conduct the research in a separate department entirely dedicated to the conduct of research and under its own management, independent of the other activities of your institution?

Yes Please indicate how your research department ('statistical enclave') is organised and how it relates to the rest of the organisation.

Please attach as an **appendix** an organisational chart of your institution showing the location of the research department(s) as well as the number of FTEs working in your institution and the department concerned.

No Proceed to signature



Question 14

Employees might also carry out other work in addition to their work as a researcher. Here too, the other work must not pose a risk that the microdata of CBS are used for purposes other than statistical or scientific purposes, and that use for other purposes, such as fiscal, administrative, audit or legal, is excluded.

Do the research employees of the 'statistical enclave' also carry out work for other departments or other institutions?

Yes Please specify which activities this involves, in which departments or institutions and how it is ensured that the activities of these employees do not conflict with the abovementioned condition.

No

Organisational name of statistical enclave

Head of Statistical Enclave (gender, title, name)

Position

E-mail address (work)

Phone number (work)



Signature

I hereby certify that I have completed the form truthfully.

Head of the institution (signature)

Date

If applicable, head of statistical enclave (signature)

Date

Checklist appendices:

- *Overview with links to recent relevant research publications, including a link to the page on your website where you usually publish the research results (question 6)*
- *Copy of the Chamber of Commerce registration showing that the person who signed this application is authorised to sign on behalf of the institution (Question 7)*
- *Articles of association (question 7)*
- *Organisational chart and other document showing the FTEs of your institution and the research departments, such as the most recent annual plan, capacity accounts with distribution of duties (questions 11 and 13)*