



Rules for using the microdata environment of CBS

(version October 2025)

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 CBS microdata environment.

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 CBS microdata environment in a public area.

4. Make sure the computer you work on using the CBS microdata environment 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, when it is checked 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 CBS microdata 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 but please use the appropriate export folder instead.



7. Only access the CBS microdata environment within the European Economic Area (EEA) or from a country with an adequacy decision.

You may only access the CBS microdata environment from a country within the EEA (Member States of the European Union (EU) plus Liechtenstein, Norway and Iceland) or from a country with an adequacy decision ([Adequacy decisions | European Commission \(europa.eu\)](#)). Outside of the mentioned countries you are not allowed to use the CBS microdata environment.

8. Always use the export folder in your account to export information from the CBS microdata 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. Together with CBS you share the responsibility for not bringing revealing information outside the CBS microdata environment.

9. You are obliged to publish the results of your research.

Send a copy of your publication to Microdata Services. We will publish the reference on our website.

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

The 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.

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

Microdata Services can be reached via your personal account in the CBS microdata portal.

Report an issue

Do you have a question about outages or logging in? Please have a look at [Outages and Maintenance CBS microdata environment | CBS](#) or call 070 337 4200.