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. The same applies to syntax files 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 subdirectory '1_Controle vooraf'. You can put your output in this subdirectory.

Please send CBS an e-mail (microdata@cbs.nl) when you've put your output in the export folder.

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) and you want to share the numerical information with us, you can put the file containing this information clearly

visible in your workspace. Please send CBS an e-mail (microdata@cbs.nl) with your request and the location of the file.

Submitting syntax files or other documentation

Please put syntax files and other documentation without data in the folder '1_Controle vooraf'. Please make sure that there are no identifying details or data (such as rinpersoon or frequency tables) in the files. Please always submit a completed output checking form with syntax files and other documentation. This form can be found in the Remote Access environment in folder 'RA_Data\8_Utilities\Regels_Richtlijnen'.

Submitting output

Please always submit a completed output checking form with all your output. This form can be found in the Remote Access environment in folder 'RA_Data\8_Utilities\Regels_Richtlijnen'. Please put the output in a **zip file** in the folder '1_Controle vooraf'. The CBS output checking will be started the next working day. 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))

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.