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## Rules of Statistics Finland's Research services

### Terms of use and obligation to secrecy

Statistics Finland may release or grant permission to use confidential data collected for statistical purposes for scientific research and statistical surveys on social conditions. Data may not be used in an investigation, surveillance, legal proceedings, administrative decision-making or other similar handling of a matter concerning an individual, enterprise, corporation or foundation. The research use of Statistics Finland's unit-level data files requires a user licence, which must be valid throughout the processing of the data files. Only the person who has been granted a user licence is permitted to use the data files subject to licence and the data files can only be used for the purpose accepted in the decision on user licence. A user licence is granted for a fixed period (at most for five years at a time).

Only data from which the possibility of directly identifying the statistical unit (individual, company) has been removed may be used for research purposes. By virtue of Section 19 of the Statistics Act (280/2004), data on age, gender, education, occupation and socio-economic group may also be released with identification data. Statistics Finland may disclose data on causes of death, including identifiers, pursuant to Section 28 of the Act on the Openness of Government Activities (621/1999).

The researcher responsible for the project applies for a user licence. In the application a user licence is applied for all project researchers who intend to handle or view unit-level data files. The researcher responsible for the project is under obligation to ensure that everyone having been granted a user licence in the project are aware of and comply with the conditions governing authorisation for the use of statistical data. If the researcher responsible for the project should change or transfer to another organisation and wish to continue the research there, the licence application must be updated.

It is directed in the user licence that the data must be handled as confidential and no attempt must be made to identify the data subjects from the data file. The material to be published must be protected so that no individual persons or enterprises can be identified. The persons concerned or their relatives may not be contacted on the basis of data released with identification data (Section 19 of the Statistics Act, or documents concerning the establishment of cause of death).

Each researcher handling unit-level data files must sign a pledge of secrecy. In the pledge of secrecy, the researchers pledge not to disclose to outsiders any information that they are legally obliged to keep secret. The obligation to secrecy also includes a prohibition on wrongful use of a

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confidential document or information for personal or another person's gain or to injure another person.

A sanction is prescribed for violating the provisions on secrecy, non-disclosure and prohibition of use of the data. For researchers, the punishment for these offences may be a fine or imprisonment for at most one year. Use violating the user licence terms or a breach of the rules has an effect on the rights of the organisation and/or researcher to obtain a user licence for Statistics Finland's data files in future.

After the end of the validity of the user licence, the researcher no longer has access to the remote access system and the data materials released outside Statistics Finland must be destroyed. All copies taken and intermediate files formed of the data must also be destroyed. Statistics Finland must be notified about their destruction. The obligation to secrecy also applies after the validity of the user licence ends. It is possible to apply for a continuation of the user licence with an application for a user licence.

The released final products or their reference information must be sent to the contact person at Statistics Finland or to the Research Services email address. When the results are published, Statistics Finland must be quoted as the source.

## FIONA remote access system

### Organisation level rules

Data other than those mentioned in Section 19 of the Statistics Act (age, gender, education, occupation, socio-economic group) and cause of death data must be handled in Statistics Finland's remote access system. The organisation of the researcher working in the FIONA remote access system must have a remote access agreement with Statistics Finland. The agreement specifies the person responsible for the remote access use of the organisation. The person responsible must inform Statistics Finland of any changes affecting data protection or data security within the organisation that are of significance to the remote access use.

The person responsible for remote access use signs the agreement on remote access use of research data on behalf of the institution/organisation. This person is responsible for ensuring that researchers from the institution/organization who work in the FIONA system via the organization's network use the FIONA system appropriately.

### Processing the data files in the remote access system

Before the researcher can process a research data file in the FIONA remote access system, the researcher must sign a remote access commitment together with the person responsible for the remote access use of the organisation. In the remote access agreement, the researcher defines their

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working methods and agrees to comply with the rules governing remote access to the data. Remote access use is possible only in EU and EEA countries and in those non-EU countries in which the level of data protection has been recognised as sufficient by the EU Commission: [https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions\\_en](https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en).

Remote access use is intended only for the use of the researcher who has been granted a licence to use the data and it takes place only through the network of the organisation that has signed the remote access agreement. The IP addresses of organisations with remote access use are checked and approved by Statistics Finland. If the employer changes, the researcher must submit a new remote access commitment and the user licences in which the researcher is listed must be updated. Researchers must commit themselves to ensuring that both computers, networks and work premises are data secure. If they want to work from home, it must be made sure that the work can take place with a VPN connection through the employer's network. The mobile phone on which the DuoMobile application for identification in the remote access system is installed must be stored carefully. The remote access system must only be used for the purpose mentioned in the user licence and its functioning must not be hindered in any way.

Researchers must ensure data protection during the research use of their data file and when publishing research outputs. The data must be handled so that the information in the data file will not become known to a third party, so the data on the screen must not be shown, shared or copied (e.g., a screen capture or a photograph). Protected personal identifiers or Business IDs must not be written in an email message, for example. Sharing the display of the remote access system in a remote meeting is not allowed for data security reasons even if each participant in the meeting has a user licence to the data file and/or there are no unit-level data subject to user licence visible on the screen. The remote device must be locked when it is left unattended and the device is not supervised, and the user must log out from the system when no longer working with the remote access.

The researcher must ensure that the research results requested to be exported from the FIONA system contain no unit-level data or possibility for their disclosure. The Research services' guidelines related to data protection must be followed in research outputs (tables, analysis results, graphs, etc.): [Output checking process in FIONA | Statistics Finland](#).

If the researcher or customer breaches the agreements or instructions on remote access use, the remote access connection of the researcher or of the whole organisation is shut down.

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Granting access to indirectly identifiable personal data constitutes a disclosure of personal data. The data license specifies the data controller responsible for ensuring compliance with the obligations laid down in general and sector-specific legislation governing the processing of personal data.