

File no.: _____
Date of receipt: __/__/____ (Date of entry of the request at DGEEC)
Date of sending: __/__/____ (Date of sending of the accreditation result to the data provider)

Result of the accreditation:
<input type="checkbox"/> Accredited researcher
<input type="checkbox"/> Non-accredited researcher

ACCREDITATION AND STATISTICAL DATA TRANSFER REQUEST FORM

This form is an integral and mandatory part of the system of accreditation of applicants for access to individual statistical data for scientific research purposes, created in the context of the Cooperation Protocol, of 18 May 2022, signed between Statistics Portugal (INE, I.P.), the Directorate-General for Education and Science Statistics (DGEEC) and the Foundation for Science and Technology (FCT, I.P.).

Guiding principles of the Accreditation System

- 1 Accreditation of applicants for access to anonymised individual statistical data, from databases held by Statistics Portugal, for scientific research purposes, is based on the information provided in this form, after being duly completed and submitted to DGEEC.
 - 2 Accreditation for access to individual statistical data referred to in the previous paragraph is only possible for applicants who find themselves in one of the situations provided for in Clause 2 of the said Protocol.
 - 3 The accreditation request is associated with the mandatory signature of the Code of Conduct for the use of statistical data, by the applicant and the institution framing the research, under the law.
 - 4 For cases of accreditation with positive results, an Accredited Researcher Credential is issued,
 - a. with a duration equal to that stated for the research project;
 - b. with validity only for data identified as being directly related to the accreditation request which gave rise to the credential.
 - 5 Only requests for data from accredited researchers will be assessed and answered by the data provider (INE, I.P.).
 - 6 In the cases where the data requests from accredited researchers require the assessment of the specific need to access individual statistical data in Safe Centre, it will be the providing entity (INE, I.P.) that promotes this procedure.
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CAUTION: ALL QUESTIONS MUST BE ANSWERED

The accreditation of the applicant depends on the correct information provided in this form

1. Please tick the box (only one) under which your request for accreditation and data transfer falls:

Access to anonymised individual statistical data for statistical purposes may be granted, by accreditation, to:

- a) researchers working in entities, structures and networks dedicated to the production, dissemination and transmission of knowledge in the national science and technology system (R&D institutions, collaborative laboratories, technological interface centres, science and technology infrastructures, networks and consortia of science and technology - according to Decree-Law no. 63/2019 of 16 May, article 14 and article 15), holders of a "Ciência ID" (Science ID) identification and who appear in the individual databases of respondents to the Survey on National Scientific and Technological Potential (IPCTN) or the Scientific and Teaching Employment Observatory, both under the responsibility of DGEEC;
- b) students with ongoing doctoral theses and who are included in the official national register of doctoral theses (established in RENATES, at the time of signing this protocol, or any other that may replace it);
- c) master's degree students, provided that the request is signed by a supervisor of the thesis in progress, a professor at a legally recognised national higher education institution;
- d) applicants carrying out R&D activities in international organisations of recognised reputation and experience in scientific research, namely specialised agencies/structures of the European Commission; specialised agencies of the United Nations (International Labour Organisation (ILO), Food and Agriculture Organisation (FAO), United Nations Educational, Scientific and Cultural Organisation (UNESCO), World Health Organisation (WHO), World Bank Group; International Monetary Fund (IMF); and Organisation for Economic Cooperation and Development (OECD);
- e) researchers from other research organisations that appear on the list of entities recognised by Eurostat on the date of data access, pursuant to Article 4 of Regulation no. 557/2013 implementing Regulation no. 223/2009 of the European Parliament and of the Council on European statistics, concerning access to confidential data for scientific purposes.

A. Identification of the applicant ¹

(PLEASE COMPLETE LEGIBLY)

Title: _____ Surnames: _____

Name: _____

ID Card/Citizen Card/Passport No.: _____ Valid until: ____ / ____ / ____

Full address: _____

Email address: _____

Telephone/mobile: _____

CIÊNCIA-ID ²: _____

Notes:

¹In the case of requests made within the scope of Clause 2(c) of the Protocol, the applicant must be the supervisor of the thesis in progress, a professor at a legally recognised national higher education institution.

²Mandatory for requests made under Clause 2(a) of the Protocol.

B. Other researchers

Identify other researchers involved in the research project who will have access to the requested data:

(PLEASE COMPLETE LEGIBLY)

1	Name: _____
	ID Card/Citizen Card/Passport No.: _____
	Position: _____
2	Host Institution: _____
	Name: _____
	ID Card/Citizen Card/Passport No.: _____
3	Position: _____
	Host Institution: _____
	Name: _____
	ID Card/Citizen Card/Passport No.: _____
	Position: _____
	Host Institution: _____

CAUTION: In addition to the applicant, **each of the other researchers** with access to the data must sign a declaration of commitment (**Agreement**) and a **privacy and consent notice**, to be attached to the request. If you need to add more researchers, you should add lines.

C. Description of the data request

C.1. Identify the sources of the data you want to access.

(PLEASE COMPLETE LEGIBLY AND CONSULT THE LIST OF DATABASES AVAILABLE UNDER THIS PROTOCOL)

	Name of the Data Source	Reference year
1	_____	_____
2	_____	_____
3	_____	_____

Note: If you need to add more sources, you should add lines.

D. Characterisation of the research project in which the requested data is included

D.1. Identification *(PLEASE COMPLETE LEGIBLY)*

Title: _____

Coordinator: _____

Scheduling:

- Project's start date: ____/____/____
- Project's end date: ____/____/____

D.2. Objectives *(PLEASE COMPLETE LEGIBLY)*

Brief description of the objectives of the research project:

D.3. Work Programme *(PLEASE COMPLETE LEGIBLY)*

Brief description of the work programme planned for the research project:

E. Institutional Framework

E.1. Identify the institution in which the research project is being carried out under the requested data:

Project integrated in the activity of national R&D units/institutions.

Identification of the R&D unit/institution (PLEASE COMPLETE LEGIBLY)

Nome:

Organic Dependency (e.g.: *Department/Faculty/University, if applicable*):

Municipality:

District/Autonomous Region:

Project integrated in the activity of R&D units/institutions based abroad.

Identification of the R&D unit/institution (PLEASE COMPLETE LEGIBLY)

Nome:

Organic Dependency (*if applicable*):

Country:

Project integrated in a training programme:

PhD

Master's Degree

Details of the advanced training programme (PLEASE COMPLETE LEGIBLY)

Name of the training programme:

Coordinator/supervisor:

Host Institution:

Location:

Portugal Abroad Country: _____

F. Research and development area(s) of the project

- | | |
|--|---|
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Medical biotechnology |
| <input type="checkbox"/> Computer and information sciences | <input type="checkbox"/> Other medical science |
| <input type="checkbox"/> Physics | <input type="checkbox"/> Agriculture, forestry, and fisheries |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Animal and dairy science |
| <input type="checkbox"/> Earth and environmental sciences | <input type="checkbox"/> Veterinary sciences |
| <input type="checkbox"/> Biological sciences | <input type="checkbox"/> Agricultural and food biotechnology |
| <input type="checkbox"/> Other natural sciences | <input type="checkbox"/> Other agricultural sciences |
| <input type="checkbox"/> Civil engineering | <input type="checkbox"/> Psychology and cognitive sciences |
| <input type="checkbox"/> Electrical, electronic and computer engineering | <input type="checkbox"/> Economics and management |
| <input type="checkbox"/> Mechanical engineering | <input type="checkbox"/> Education |
| <input type="checkbox"/> Chemical engineering | <input type="checkbox"/> Sociology, Anthropology, Demography, Ethnology |
| <input type="checkbox"/> Materials engineering | <input type="checkbox"/> Law |
| <input type="checkbox"/> Medical engineering | <input type="checkbox"/> Legal sciences |
| <input type="checkbox"/> Environmental engineering | <input type="checkbox"/> Economic and social geography |
| <input type="checkbox"/> Environmental biotechnology | <input type="checkbox"/> Communication sciences |
| <input type="checkbox"/> Industrial biotechnology | <input type="checkbox"/> Other social sciences |
| <input type="checkbox"/> Nanotechnology | <input type="checkbox"/> History and archaeology |
| <input type="checkbox"/> Other engineering sciences and technologies | <input type="checkbox"/> Languages and literature |
| <input type="checkbox"/> Basic medicine | <input type="checkbox"/> Philosophy, ethics, and religion |
| <input type="checkbox"/> Clinical medicine | <input type="checkbox"/> Arts (History of art, theatre, music) and architecture |
| <input type="checkbox"/> Health sciences | <input type="checkbox"/> Other humanities |

Other: _____

USE OF INDIVIDUAL STATISTICAL DATA FOR SCIENTIFIC PURPOSES

CODE OF CONDUCT

PREAMBLE

This Code of Conduct is binding on accredited researchers for the use of anonymised individual statistical data on natural and legal persons provided for scientific purposes, as well as on the researchers' research unit or institution, under the terms of Article 6(7) and (8) of Law no. 22/2008, of 13 May (National Statistical System Law, hereinafter referred to as the SEN Law), and under the Cooperation Protocol, of 18 May 2022, signed between Statistics Portugal (INE, I.P.), the Directorate-General for Education and Science Statistics (DGEEC) and the Foundation for Science and Technology (FCT, I.P.).

The provisions of this Code contemplate, in general, the technical and organisational measures required to ensure the protection of confidential data and avoid any risk of illicit disclosure or use for other purposes when disseminating the results, for the purposes of the provisions of Article 6(7) of the SEN Law, without prejudice to the possible application of additional measures that may be required for this purpose by the transferring entity, in justified cases, under specific legislation.

The subscription to this Code is an integral and mandatory part of the request for accreditation and data transfer, and shall be done by the applicant and by the competent body of the research unit in which activities the scientific project that justifies the transfer of individual statistical data falls, and, when that unit does not have a legal personality, by the legally competent body of the framework institution of which it is part.

This Code also forms an integral part of the agreement between the transferring statistical authority and the applicant, provided for in Article 6(7) of the SEN Law.

Failure, by action or omission, to comply with the rules set out in this Code constitutes a breach of the duty of secrecy (statistical confidentiality) and may incur the sanctions provided for in Articles 25 to 33 of the SEN Law.

ARTICLE 1

Definitions

1. The relevant definitions in Article 2 of the SEN Law shall apply to this Code.
2. For all purposes, any results of processing of the individual statistical data provided that allow for the direct or indirect identification of statistical units, in accordance with Article 2 of the SEN Law, shall also constitute individual statistical data.

ARTICLE 2

Duty of secrecy

All accredited researchers and other researchers involved in the execution of the research project who use the requested data are bound by this Code, particularly with regard to the duty of secrecy concerning individual statistical data:

1. They shall not, under any circumstances and in any form whatsoever, communicate any individual statistical data to which they are granted access to any individual or entity not listed in the transfer agreement.
2. They shall not use the individual statistical data for any purpose not foreseen by the transfer agreement.
3. They shall prevent the knowledge and use by third parties of any means of restricted access to individual statistical data which have been entrusted to them by the statistical authority or the applicant researcher's management entity.
4. In the case of knowledge or reasonable suspicion of any violation or breach of the confidentiality and access rules which jeopardises the protection of individual statistical data, or of their use for purposes not foreseen in the transfer agreement, they shall immediately inform, in writing, the applicant's management entity and the transferring statistical authority of the facts or suspicion and the respective basis.
5. They shall be bound to secrecy with regard to any individual statistical data to which they have access, even after their duties have ceased.

ARTICLE 3

Copy of the data

1. No copy of the data provided, in whole or in part, in any medium or support, shall be made in excess of the number strictly necessary to carry out the planned research work, and in no case shall it be higher than the number of researchers bound by this Code (including accredited researcher and the other researchers considered in the request).
2. The same duty of secrecy and the same access restrictions and security measures as those applicable to the original data shall apply to each of the copies made.

ARTICLE 4

Technical conditions for storage, access, and processing of individual statistical data

1. The individual statistical data provided (and any copy, in whole or in part, thereof), as well as the results of processing which may contain individual statistical data, must be stored exclusively in digital form, on physical media isolated from any computer network, either local or external (CD-ROM, external disk or hard disk directory of a computer not connected to any network), and in such a way as to ensure that only the accredited researcher and the other researchers considered in the request, bound by this Code, may have access to the data.
2. Under no circumstances shall any files of the individual statistical data supplied, or the results of any processing thereof which may contain individual statistical data, be transferred or made accessible in any way via a computer network, either local or external.
3. Under no circumstances shall the physical media referred to in paragraph 1 be transported outside the premises of the research unit that is the framework of the project that originated the transfer of data.
4. When the physical media referred to in paragraph 1 are connected to a computer, the computer shall be isolated from any computer network, either local or external.
5. In no case shall the individual statistical data provided be printed in whole or in part, and where possible the printing of processed data which may include individual statistical data should be avoided.

If it is absolutely necessary to print out processing results from which individual statistical data can be obtained, these printouts should always be destroyed.

ARTICLE 6

Destruction of data

All transferred individual statistical data and all intermediate processing results which may contain individual statistical data must be destroyed in a way that makes it impossible to identify them once the research operations for which they were transferred have been completed.

ARTICLE 7

Liability

Breach of the obligations of this Code constitutes a very serious administrative offence or criminal and disciplinary liability, under the terms of article 25 and following of the SEN Law.

ARTICLE 8

Final provisions

In all matters not covered by this Code of Conduct, the provisions of the SEN Law shall apply.

G. The applicant

Signature _____

Name *(please complete legibly)* _____

Date ____/____/____

H. Framework Institution

Head of the institution hosting the research project:

Signature _____

Name *(please complete legibly)* _____

Date ____/____/____

Embossing seal or stamp¹:

Note: ¹ Not required if digital signature is used.