

Draft of Revised Guidelines for Statistical Data Dissemination (GSDD)

1. Background:

Official statistics are key inputs for evidence-based decision-making, policy formulation, and effective governance. Recognizing the requirement and potential of effective dissemination of data to stakeholders, Ministry of Statistics & Programme Implementation (MoSPI), Government of India announced the National Policy on Dissemination of Statistical Data in May, 1999 to streamline the statistical data dissemination system. Further, in March 2012, Ministry of Science & Technology, Government of India formulated the National Data Sharing and Accessibility Policy (NDSAP) with an objective to facilitate access to Government of India owned shareable data (along with its usage information) in machine readable form through a wide area network all over the country. As per NDSAP, Ministries/Departments are required to classify their different types of data sets generated both in geospatial and non-spatial form in terms of ‘*shareable data*’ and ‘*non-shareable data*’, and come out with a pricing policy of the data under restricted access. In accordance with NDSAP 2012, MoSPI laid down the Guidelines on Statistical Data Dissemination to define shareable and non-shareable statistical data generated by MoSPI and other statistical agencies, specify the terms and conditions for its dissemination and pricing within the overall framework laid down in NDSAP 2012.

2. Objective:

With the passage of time and technological advancements, the modes of data dissemination have undergone major transformation requiring a modification of the existing guidelines. In the above backdrop, the **revised Guidelines on Statistical Data Dissemination** are being laid down to provide seamless access of statistical data to all stakeholders including Government, semi-Government, private data users, or international agencies, and promote data driven decision making while protecting the privacy as per prevalent legal provisions. The objective of these guidelines is to facilitate easy access of official statistics to all the users while implementing the most fundamental requirement for official statistics i.e. protecting confidentiality, and eventually leading to data-driven governance and inclusive development of one and all.

3. Scope:

These guidelines apply to all data collated, compiled and produced by MoSPI either directly or received from various Ministries/Departments by MoSPI.

4. Data Classification:

MoSPI collects, compiles and disseminates data on a number of sectors on a regular basis, besides conducting a variety of large scale surveys across the country and publishing their results. All such data may be categorized as under:

- A. **Shareable data** : All data sets, which do not compromise national security, if made public, or those which do not contain identification particulars of individual informants as well as establishments, are considered shareable. The shareable datasets are further categorized as follows:

- a. **Category A (open access data)**: Aggregated/analyzed information and publications which will be shared free of cost with users. This includes the following type of data:
- (i) Data relating to National Accounts
 - (ii) Consumer Price Index (CPI)
 - (iii) Index of Industrial Production (IIP) - at NIC 2 digit level
 - (iv) Annual Survey of Industries (ASI) Volume I
 - (v) Reports of Central Statistics Office
 - (vi) Reports/factsheets of National Sample Surveys (NSS).
- b. **Category B (Restricted access data free of cost)**: Primary unit level data collected by MoSPI through surveys / censuses, and item level data collected from secondary sources, after applying anonymization standards for the protection of personal data. The unit level data must be disseminated only after suppression or anonymisation of the identification details of individuals/ establishments. Such data can be accessed by registration. Such data can be accessed by recognized institutions and universities / organizations / public users for research purposes, through registration and authorization. For foreign users to access data, they must be associated/affiliated with an organization (e.g. university or a research institution) that is officially recognized by the Government of India. This includes the following type of data:
- (i) Unit level data of Economic Census
 - (ii) Unit level ASI data
 - (iii) Unit level NSS survey data
 - (iv) Item level IIP data
 - (v) ASI Vol II
 - (vi) Urban Frame Survey (UFS) summary data with town-wise complete information of Investigator Units, UFS block numbers, number of households, area type along with metadata except for the areas for which field work of the UFS has been carried out only with the specific permission from military / para-military authorities etc.
- c. **Category C (Restricted access data which is priced)** : The maps of UFS blocks would be provided to users after registration and due authorization and on payment of charges as per the pricing policy to be determined by the Field Operations Division, National Statistics Office, MoSPI.

B. Non-Shareable data: All datasets which are outside the purview of shareable data. These include the following:

- (i) The UFS data or maps of areas for which the field work of UFS was carried out only with the specific permission from military/para-military authorities, etc.
- (ii) Data sets containing identification particulars of individual informants/ establishments. Some examples in this category are identification particulars of informants/establishments in unit level data of IIP, ASI and National sample surveys; and data on prices collected from different shops of various rural and urban markets selected for preparation of CPI.
- (iii) Any data which can be directly or indirectly used to reveal the identity or information of individual informant. To illustrate, data of two individual informants in an identifiable geographic unit would not be shareable. The non-shareable data will comprise of the Negative List (as specified under the provisions of NDSAP, 2012).
- (iv) Intermediate worksheets on data scrutiny & tabulation etc., for preparation of results / technical documents of MoSPI.
- (v) Sharing of data obtained from other sources or compiled by MoSPI based on such sources, will be regulated as per the data sharing protocol laid down by such sources.

5. Dissemination:

Dissemination of shareable data will be guided by a set of internationally accepted principles of openness, equitableness, flexibility, transparency, legal conformity, quality, security, accountability, etc. and will be implemented without infringing the principles laid down in the Right to Information (RTI) Act, 2005. Further, keeping citizens' requirement as the focus, the following guidelines are laid down to ensure easy, user friendly and timely dissemination:

- I. Access to all shareable data should be made available through the MoSPI's website.
- II. All shareable data should be presented in a clear and understandable form.
- III. Metadata of the shareable data should be made available in the standard format.
- IV. Data should be made available on an impartial and objective basis.
- V. Calendar of release of data should be made available in advance on MoSPI's website.
- VI. Changes in dissemination schedule, if any, should be publicly announced in advance.
- VII. Process for requisition for the shareable data under Category 'B' and 'C':
 - i. The individual researcher needs to register as a user in the MoSPI website. Once the registration has been completed, a proposal along with the association agreement with the organization must be submitted for approval of MoSPI. A template for application for restricted access data is at **Annex**. An undertaking by the individual in the prescribed form to the effect *inter-alia* that the official statistics

obtained by him for his own declared use will not be passed on with or without profit to any other data user or disseminator of data with or without commercial purpose also needs to be submitted. In case, there is more than one user requesting the data, then each person who will have access to the data needs to submit the undertaking and acceptance of the data access agreement as in Annex.

- ii. MoSPI may request additional information regarding the proposed use of the data, or other aspects of the project that is deemed necessary. All questions MoSPI has about the application must be resolved prior to the formal approval.
 - iii. The decision to grant access to data is that of the Secretary, MoSPI based on the genuineness and validity of data usage requests for datasets.
 - iv. All restricted access data will be provided by means that is safe and encrypted for security while in transit or at rest and will require a passphrase to open in order to deter malicious or negligent parties / agents from accessing data.
 - v. The use of restricted access data must be consistent with the prevalent confidentiality, data privacy laws/policies of India.
- VIII. Shareable data under Category 'B' or 'C' should be provided to the user on request in a convenient mode in a reasonable time on receipt of stipulated request/ payment. A provision should be made for quick acknowledgement of any request for restricted/ priced data.
- IX. Multiple options for downloading the data file in popular formats (.csv, .xlsx, .dbf and database formats, etc.) along with its metadata should be made available.
- X. Revision in final data, when deemed absolute necessary, should be publicly announced as soon as materially possible.
- XI. Availability of revised final data along with specific reason for the revision should be expressly communicated in the website.
- XII. In addition to MoSPI website for dissemination, social media may be used for generating wider awareness about the released data or reports. Media and Publicity Unit of the Ministry is the only authorized authority for dissemination on the social media platforms.

6. Review of the Guidelines:

To ensure that statistics are disseminated in a way corresponding to the requirements of the users, users may be encouraged to provide their feedback for improvements in future. These guidelines may be periodically reviewed by an oversight committee constituted by the Ministry duly considering users feedback.

Application for Restricted Access Data under Category 'B' and 'C'

The title of the database(s) requested for access	
Category of applicant	Individual/Organization
If the application from an organization, category of organization	Government Ministry/ Department Government agency (PSU, Autonomous body, etc.) Specify _____ University Research Centre Private Company International organization Indian Non-governmental organization Non-Indian Non-governmental organization Others Specify _____
Name of Applicant	Title ____ First Name Middle Name Last Name
Designation	
Name of Organization/Institution	
Postal address	
Nationality	
Contact No.	
Email	
The names and designation of other persons who will use and access the data	

Description of intended use of data	
The estimated period necessary for accessing the database (the period may not exceed a five-year period)*	
Date of submission of requisition	

* *The period starts on the date the database is made accessible.*

Data Access Agreement:

1. Access to requested data will be limited to the applicant, and in case of application made on behalf of an organization, to the bonafide users in the organization.
2. The data will be only for the stated purpose(s). Data will not be used for proprietary or law-enforcement purposes.
3. The user will take adequate measures to ensure security and protection of data in accordance with the applicable laws. No attempt will be made to identify any individual person, family, business, enterprise, etc. If such a unique disclosure occurs inadvertently, the identification will not be revealed to anyone nor any use will be made of the identity of any person/ entity discovered, and full details in such cases will be reported to Ministry of Statistics & Programme Implementation (MoSPI).
4. The applicant will implement security measures to prevent unauthorized access to data acquired.
5. All individuals who have access to the subject data must be fully aware of the required security requirements and procedures.
6. Any books, articles, papers, theses, reports, publications, etc. that employ data obtained under this request, will cite the data source in accordance with the established norms/ practices.
7. MoSPI bear no responsibility for use of the data or for any interpretation based on it.
8. When the period of data access is completed, the users have the option of extending the period for up to five years by sending a formal request for the same, subject to approval of MoSPI.
9. When the period is complete and no extension is desired, the user must return all restricted access data and associated materials to MoSPI, while listing all databases being returned, and confirming that all restricted access data have been wiped from the computer, that all backup copies and any restricted access data printouts have been destroyed.

