

Rules of procedure with statistical data - summary

Introduction

Rules of procedure with statistical data functioning in official statistics are based on current legislation on official statistics and taking into account both Polish and European. the existing good practices in statistics.

These principles relate to the following issues:

- legal basis for public statistics;
- safety of statistical data;
- collecting, recording and editing of data;
- preparation of sets of output tables and databases;
- statistical registers;
- publishing and disseminating of data;
- storage, archiving and destruction of statistical data;
- inspection of documents containing protected statistics.

Podstawowe zasady postępowania z danymi statystycznymi

Basic principles of Statistical Data Handling

1. **the principle of universal accessibility** to statistical information (analysis, comparison, compiled elaborations) - information mean that the statistical data compiled on the basis of data collected from statistical surveys defined in the program of statistical surveys or obtained from other sources;
2. **the 3Rs principle**, which means that access to statistical information is equal, equivalent and simultaneous, in particular for basic figures and indicators, whereby:
 - a. the equality means that everyone interested has an equal right of access to that information,
 - b. the equivalence means that no entity, for whom the specific information is intended, is distinguished,
 - c. simultaneity means that they are disseminated to the public knowledge in one specific time, without making any exceptions;
 - a.

3. **the principle of compliance with statistical confidentiality** - it means that collected and gathered in the statistical surveys of official statistics individual and personal data are confidential and subject to special protection; these data can only be used for elaborations, compilations and statistical analysis and to create by the official statistics sampling frames for statistical surveys conducted by these services; disseminating or usage of individual and personal data for other than specified purposes is prohibited, information allowing to relate and identify them with a particular person or individual data characterizing economic activity of entities engaged in economic activities obtained in statistical surveys of official statistical cannot not be published, in particular if the aggregated data consist of less than three entities or the share of one entity in the compilation is higher than three quarters of the total;
4. **the principle of confidentiality of individual data** - personal data which can be linked to a specific individual or personal data which can be linked to the entity of the national economy or other legal person or an organizational unit without legal personality obtained in statistical surveys cannot not be published or made available;
5. **the principle of compliance with applicable regulations** (universally binding and internal official statistics law) and standards (international and national) in the scope of management of information security;
6. **the principle of data security** to protect against unauthorized alteration of the contents;
7. **the principle of protection of data** against unauthorized access, loss, destruction or falsification regardless of the form of record, in particular:
 - a. the principle of "clean desk" - providing secure storage (especially after work) of storage medium (paper, electronic medium),
 - b. The principle of "clean screen", e.g. use of automated password-protected screen saver;
8. **the principle of removing data sets files containing personal data** after reaching the purpose of processing so as to prevent their recovery;
9. **the principle of anonymisation of individual data sets containing personal data** (data gathered from the resources of other public authorities). Anonymisation consists of a permanent and irreversible deletion of data enabling the association to a specific individual or entity of the national economy or other legal person or an organizational entity without legal personality, i.e. removal of identification data. Anonymisation includes part of data about a person or entity and has no effect on other information concerning them. The aim of anonymisation of data is to minimize the risk of

unauthorized disclosure, taking into account the limitations of their confidentiality, privacy and law;

10. **the principle of formalization** - written formulation of principles, rules and standards in official statistics in the area dealing with statistics.

Detailed rules for internal management regulated by Internal Regulation No. 12 of the President of the Central Statistical Office dated 2 April 2014 on the introduction of the Rules of Conduct of Statistics