

Agreement between [providing agency] and [receiving agency] regarding the deposit and use of microdata

A. This agreement relates to the following microdatasets:

1. _____
2. _____
3. _____
4. _____
5. _____

B. Terms of the agreement:

As the owner of the copyright in the materials listed in section A, or as duly authorized by the owner of the copyright in the materials, the representative of [providing agency] grants the [receiving agency] permission for the datasets listed in section A to be used by [receiving agency] employees, subject to the following conditions:

1. Microdata (including subsets of the datasets) and copyrighted materials provided by the [providing agency] will not be redistributed or sold to other individuals, institutions or organisations without the [providing agency]'s written agreement. Non-copyrighted materials which do not contain microdata (such as survey questionnaires, manuals, codebooks, or data dictionaries) may be distributed without further authorization. The ownership of all materials provided by the [providing agency] remains with the [providing agency].
2. Data will be used for statistical and scientific research purposes only. They will be employed solely for reporting aggregated information, including modeling, and not for investigating specific individuals or organisations.
3. No attempt will be made to re-identify respondents, and there will be no use of the identity of any person or establishment discovered inadvertently. Any such discovery will be reported immediately to the [providing agency].
4. No attempt will be made to produce links between datasets provided by the [providing agency] or between [providing agency] data and other datasets that could identify individuals or organisations.
5. Any books, articles, conference papers, theses, dissertations, reports or other publications employing data obtained from the [providing agency] will cite the source, in line with the citation requirement provided with the dataset.
6. An electronic copy of all publications based on the requested data will be sent to the [providing agency].
7. The [providing agency] and the relevant funding agencies bear no responsibility the data's use or for interpretation or inferences based upon it.
8. An electronic copy of all publications based on the

9. Data will be stored in a secure environment, with adequate access restrictions. The [providing agency] may at any time request information on the storage and dissemination facilities in place.
10. The [recipient agency] will provide an annual report on uses and users of the listed microdatasets to the [providing agency], with information on the number of researchers having accessed each dataset, and on the output of this research.
11. This access is granted for a period of [provide information on this period, or state that the agreement is open ended].

C. Communications:

The [receiving organisation] will appoint a contact person who will act as unique focal person for this agreement. Should the focal person be replaced, the [recipient agency] will immediately communicate the name and coordinates of the new contact person to the [providing agency]. Communications for administrative and procedural purposes may be made by email, fax or letter as follows:

Communications made by [providing agency] to [recipient agency] will be directed to:

Name of contact person:

Title of contact person:

Address of the recipient agency:

Email:

Tel:

Fax:

Communications made by [recipient agency] to [depositor agency] will be directed to:

Name of contact person:

Title of contact person:

Address of the recipient agency:

Email:

Tel:

Fax:

D. Signatories

The following signatories have read and agree with the Agreement as presented above:

Representative of the [providing agency]

Name _____

Signature _____ Date _____

Representative of the [recipient agency]

Name _____

Signature _____ Date _____