**<About MOM Data Lab>**

The MOM Data Lab allows authorised MOM and external officers to conduct exploratory analysis on granular employment-related data. Officers who wish to access MOM Data Lab will require at least Cat 2 clearance and approval from their director, unless otherwise approved by CDO/MOM.

The lab is managed by the MPPD Data Unit.

Lab location:18 Havelock Rd, Singapore 59764, Level 2, MOM HQ

Operating Hours: Tuesdays to Thursdays, 9.30 a.m. to 5.30 p.m unless otherwise specified.

Data Lab homepage: <https://gccprod.sharepoint.com/sites/MOM-DataLab/SitePages/Home.aspx>

Contact Email: mom-mppd-data@mom.gov.sg

**</About MOM Data Lab>**

**<Lab Services>**

**<Website>**

<https://gccprod.sharepoint.com/sites/MOM-DataLab/SitePages/Data-Lab-Terms-and-Conditions.aspx>

**</Website>**

**<Accessing the Lab>**

Before you can book a terminal to use, you will need to apply for access. Application requires your director’s approval in .msg format.

Link to apply: <https://form.gov.sg/66e25841dfb50acf1f5f4afe>

**</Accessing the Lab>**

**<Terminals Availability>**

To view lab terminals availability, go to <https://sgdcs.sgnet.gov.sg/sites/MOM-mppd/data-lab/_layouts/15/WopiFrame.aspx?sourcedoc=%7Bf51e0dbb-f97a-4106-9beb-1207be6a59f9%7D&action=default&slrid=1f8b4aa1-3ebd-500d-b5c1-048e7d5d595a>

**</Terminals Availability>**

**<Lab Booking>**

Please note that you will need to book an available timeslot to come down to the lab. Lab terminals are subject to availability and confirmation (i.e. submission of booking request does not mean that the lab session will be allocated). No visitors are allowed in the Data Lab without the presence of a Data Lab Administrator. MOM reserves the right to close the Data Lab if no Data Lab Administrators are available.

Link to book: <https://form.gov.sg/628da5e1ff95ea0012542b84>

Refer to the terminals availability before submitting a booking.

**</Lab Booking>**

**<File Upload>**

Data Lab users may request to upload their reference file for analysis.

Link to upload files: https://form.gov.sg/66cd70eb616f19d49e362b62

**</File Upload>**

**<NRIC / FIN Hashing>**

Data Lab users may request to de-identify (hash) their specific list of NRICS and FINs and use them to perform data analysis in Data Lab environment.

Link for NRIC Hashing: <https://form.gov.sg/642bed1d5e0f7400126bf824>  
Link for FIN Hashing: https://form.gov.sg/642269acb69f640012fee050

**</NRIC / FIN Hashing>**

**<Data Extraction>**

Users of the lab may request for data to be extracted. Please ensure the justifications are duly completed as incomplete / vague submissions may be rejected.

Link to request for data extraction: https://form.gov.sg/63ef97420e7bce0013e702c2

**</Data Extraction>**

**</Lab Services>**

**<Terms and Conditions>**

**<Website>**

<https://gccprod.sharepoint.com/sites/MOM-DataLab/SitePages/Data-Lab-Terms-and-Conditions.aspx>

**</Website>**

**<Operating Hours>**

The operating hours of the Data Lab are from 9.30am to 12.00pm and 2.00pm to 5.30pm every Tuesday, Wednesday and Thursday. No visitors are allowed in the Data Lab without the presence of a Data Lab Administrator. MOM reserves the right to close the Data Lab if no Data Lab Administrators are available.

**<Data Security>**

Access to the Data Lab will be granted for a maximum of one year per instance. The duration can be extended toward the expiry date.

When seeking an extension, officers are required to provide an email from their HOD/CDO to endorse the new period of access. Officers are recommended to request for the extension at least 2 weeks before the date they intend to visit the lab.

Agencies/Officers shall inform MOM if officers have left the agencies, changed department or are no longer involved in the project that their Data Lab access were approved for.

Photography and videography are not allowed in the Data Lab. All personal belongings (eg. writing materials, GSIB, mobile devices) are to be deposited in the lockers located outside of the Data Lab. Writing materials will be provided if required (eg. for noting down of file path) and may be subjected to checks upon exiting the Data Lab.

Data accessed in the course of analysis in the Data Lab must not be transmitted out without prior written authorization from MOM.

Officers are not to reproduce, in any manner, data accessed from the Data Lab. Officers are to protect and keep information accessed from the data lab confidential in accordance with the requirements laid down by the MOM and by the Official Secrets Act.

If an officer is found to be in breach of the data security conditions above, MOM reserves the right to deny the officer future access to the Data Lab.

Please note that MOM Data Lab has high security control over extraction of individual and firm level data. Officer should provide strong justification if there is a requirement to extract such sensitive data.

**<Data Usage/Interpretation>**

The main usage of the data in Data Lab is to support agencies’ internal analysis only. For publication purpose, please approach our Manpower Research and Statistics Department (MRSD) if MRSD has the required data.

Officers will be responsible for any misrepresentation of the data. Officers should consult the relevant Policy Owners when in doubt on the contextual interpretation of the data such that misrepresentation of the data is minimised.

**</Data Usage/Interpretation>**

**<Guidelines>**

The MOM Data Lab Access Request Form is to be completed by an authorized officer from the requesting agency. The Chief Data Officer (CDO) or Director-level (or equivalent) should approve the undertaking on behalf of the requesting agency.

The MOM Data Lab Access Request Form must be duly completed to facilitate accurate assessment. Incomplete forms and/or inadequate information provided may result in the request being rejected or the processing delayed. MOM will get back to you within one week. If the request for access is approved, we will work with you to find the earliest opportunity for you to access the Data Lab, subject to availability of computer terminals.

Additional processing time would be required if additional datasets are required to be merged with MOM’s administrative employment data. This may take up to 2 weeks from the time MOM receives the dataset required for merging.

Officers requesting for access to the Data Lab are expected to have a minimal level of technical expertise in the use of software for data analysis (e.g. Tableau, Stata, Python, R).

With effect from 1 Nov 2021, the following file management rules will apply for Data Lab usage:

Large files (defined as > 1 GB) on the server that have not been modified in the last 12 months will be automatically deleted.

Smaller files on the server that have not been modified in the last 24 months will be automatically deleted.

Large files (e.g. processed datasets) must be stored locally (D: or E: drives) while smaller files (e.g. codes, Tableau workbooks) can be stored on the server. Files stored locally can be transferred between terminals.

Files stored on the local drives of Data Lab terminals may be deleted if not accessed within the last 12 months.

Officers are reminded to be prudent in their usage and delete obsolete files whenever possible.

The following guidelines apply for all data extractions:

Unless appropriately justified, officers should consider further aggregation or masking small value counts (e.g. < 5) when extracting aggregated data to minimise re-identification risks. Officers may be required to make another visit if the request for such data is not approved.

Access rights and file expiry will be implemented for all data extractions, with duration capped at 6 months. Officers may request for extension nearer to expiration date if necessary.

Data files must not be duplicated or shared beyond the approved list of officers.

Data files to be extracted should be in the form of Office product types (.xlsx, .docx, .pptx) as far as possible (CSV files are not considered). This is to facilitate implementation of file expiry and access rights controls.

Data should be consolidated in 1 single file, with multiple sheets/pages if necessary

**</Guidelines>**