

#### DECLARATION ON SAFEGUARDS FOR DATA HANDLING AT THE DATABANK

The declaration has a dual purpose: on the one hand, to specify the rules and requirements for using the data within the Admin3 dataset, which require particular data protection, and, on the other hand, to enable researchers to refer to the secure data handling of the Databank, with special regard to health data, during ethics committee procedures and when submitting studies for publication at prestigious journals, by attaching this declaration.

The data processed are assigned to one of the following three categories based on their scope of information and accessibility:

***“H1 data”: Admin3 basic data***

- Accessible for researchers who have access to Admin3 basic data.
- The data can be accessed through a secure server and are located in the Admin3 basic data folder.

***“H2 data”: special supplementary file accessible on secure server for approved research projects***

- The use of these data must be requested in a separate data request (separate from the request for the basic files) linked to a research project. Researchers are entitled to access these data only after the approval of such request. In terms of administration, “linking to a research project” means that it is necessary to submit a separate request for each research topic (even if the researcher already uses the data because access has been granted for another research topic).
- H2 data are intended to meet the needs of researchers who are expert in the relevant subject and have a clean record, from an ethical point of view, in researching similar data.
- The data can be accessed through a secure server and are located in folders separate from the Admin3 basic data files.
- Request for using the research findings resulting from such data outside the server must be submitted to [adatkeres@krtk.mta.hu](mailto:adatkeres@krtk.mta.hu). The findings are supplied to the researcher via e-mail following a successful data protection audit. The data protection audit aims at verifying that the research findings are compliant with data protection requirements and they do not enable the identification of statistical units or reveal unique information related to them.

***“H3 data”: special supplementary files accessible in a Data Room for approved research projects***

- These data sets are original, pre-processed versions of Admin3 components.
- The use of these data must be requested in a separate data request (separate from the request for the basic files) linked to a research project. Researchers are entitled to access these data only after the approval of such request. In terms of administration, “linking to a research project” means that it is necessary to submit a separate request for each research topic (even if the researcher already uses the data because access has been granted for another research topic).
- H3 data can only be accessed in the Data Room of Centre of Economic and Regional Studies (CERS). A demo file (1-5% sample of the input file) enables preparatory work outside the Data Room. If a special, unique sample is needed, the researcher may create the sample file in the Data Room, which then will be provided via e-mail or server following a successful audit.
- The researcher may work on the results of the data transformation carried out in the Data Room, following a successful data protection audit, through a secure server. The Databank follows the output checking rules applied by the Central Statistical Office (CSO) for outputs from a Research Room jointly operated by the CSO and the CERS: <https://adatbank.krtk.mta.hu/en/kutatooszoba/>.

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