

## I. GENERAL PROVISIONS

### 1.1. FRAMEWORK

- 1.1.1. The [Law No. 48/IX/2019](#) of February 19, which establishes the principles, rules and structure of the National Statistical System – SEN (hereinafter the SEN Law), provides in paragraphs 7 and 15 of Article 10 (dedicated to the Principle of Statistical Secrecy) the possibility of providing individual statistical data (hereinafter simply referred to as microdata) on natural and legal persons, in anonymous form, for scientific purposes.
- 1.1.2. In accordance with paragraph 15 of article 10 of [SEN Law](#) *“Requests for data sharing made within the scope of a specific scientific project by researchers from universities or other legally recognized higher education institutions and organizations, institutions or scientific research departments recognized by the competent services **are considered to be for scientific purposes.**”*
- 1.1.3. Indeed, the National Institute of Statistics (INE), as the central executive body for the production and dissemination of official statistics within the framework of the National Statistical System (SEN), has the prerogative to promote access to microdata for scientific purposes, in strict compliance with the provisions of the aforementioned legal provisions.

### 1.2. OBJECT

This Policy aims to establish the terms and conditions for the transfer of anonymized microdata stored by the INE (National Institute of Statistics) for scientific purposes, under the terms set out in [SEN Law](#), in support of the scientific community.

### 1.3. USER GROUPS WITH ACCESS TO MICRODATA

- 1.3.1. For the purposes of this Policy, access to anonymized microdata for scientific purposes may be granted to researchers who fall into the following categories:
  - a. Researchers affiliated with a legally recognized national higher education institution (university or institute);

- b. Master's and doctoral students, under the supervision of a professor at a legally recognized national higher education institution;
- c. Researchers working in non-academic national research institutions;
- d. Researchers working in public institutions with research activities included in their statutes;
- e. Applicants who carry out Research and Development (R&D) activities in international and regional organizations of recognized reputation and experience in scientific research, namely: (i) specialized agencies of the United Nations (e.g., International Labour Organization, Food and Agriculture Organization, United Nations Educational, Scientific and Cultural Organization, World Health Organization, World Bank Group, International Monetary Fund); and (ii) institutions, units or structures of the African Union, the European Union, the Economic Community of West African States and the Community of Portuguese-Speaking Countries.

1.3.2. The institutions hosting the researchers must, in particular, meet the following requirements:

- a. Having research as one of your main activities;
- b. To be independent or autonomous in formulating scientific conclusions;
- c. Publish the results of the investigations carried out regularly;
- d. To have implemented appropriate measures for the protection of personal data.

## **II. ACCESS TO MICRODATA**

### **2.1. REQUEST FOR ACCESS TO MICRODATA**

- a. The request for access to microdata is preceded by the applicant registering/logging in to the platform DIRCV - Documentation of Surveys and Censuses of Cabo Verde

2.1.1. After your account has been activated by the DIRCV manager, the user will receive a message that their account is activated and ready for use. If they do not receive it, please check their spam folder.

- 2.1.2. When accessing the [DIRCV](#) and even before placing the order, the applicant should consult, via [Data Catalog](#), statistical studies with available microdata.
- a. Select the survey/census for which you want to obtain the microdata;
  - b. Click on the **Get Microdata** icon.
  - c. Fill out and submit the microdata transfer request form.
  - d. You will receive an email containing a link to track the status of your request.
- 2.1.3. After the INE receives the request, the applicant will be notified to submit the form included in the document **Annex 1** and a copy of an identification document, in PDF format, to the following address: [difusao.ine@ine.gov.cv](mailto:difusao.ine@ine.gov.cv)
- 2.1.4. The form referred to in the previous point must be signed by the applicant (or principal investigator) and by the head of the institution hosting the research project, or by a person authorized to represent that institution.
- 2.1.5. The applicant must be an employee or worker of the institution hosting the research project, or have another contractual relationship with it, at least for the entire duration of the project.

## **2.2. EVALUATION AND APPROVAL OF THE REQUEST FOR TRANSFER OF MICRODATA**

- 2.2.1. The INE will only consider forms that are correctly completed, signed, and in accordance with the request. The conformity analysis of the request is carried out beforehand by the organic unit responsible for the dissemination area, which will certify whether the applicant is part of the group of users who are allowed access to microdata for scientific purposes (see section **1.3**).
- 2.2.2. After certification of conformity by the organizational unit responsible for the dissemination area, the request is forwarded to the organizational unit responsible for the requested microdata and to any other units that may need to provide input for analysis.
- 2.2.3. Access to microdata is granted by the INE's Board of Directors after the necessary information has been provided by the participating organizational unit(s) and an opinion from the Data Protection Officer.
- 2.2.4. The evaluation, processing, and decision period for microdata transfer requests can last up to one month from the date the request is received, provided it is properly documented.

2.2.5. In either case, whether the request is rejected or approved, the applicant is notified by email.

### **2.3. SIGNING OF A MICRODATA TRANSFER AGREEMENT**

Before accessing the microdata, researchers (as identified in **Annex 1**) are notified to sign and submit it to INE by email ([difusao.ine@ine.gov.cv](mailto:difusao.ine@ine.gov.cv)), the Agreement for the Transfer of Anonymized Microdata for Scientific Purposes, according to the model contained in [Annex 2](#).

### **2.4. WAYS TO ACCESS MICRODATA**

2.4.1. There are two ways to access microdata or anonymized microdatabases:

#### **DIRCV Platform**

- Through accreditation, researchers gain access to the platform [DIRCV](#) and can transfer anonymized microdata or microdatabases to which they have previously authorized.

#### **At the INE facilities**

- Exceptionally, when the nature of the microdata or the research justifiably requires it, access may be granted by the researcher directly searching the individual databases, without directly identifying the statistical units.
- Access is provided at the INE (National Institute of Statistics), in a secure and controlled access environment. The computers available there have the STATA, SPSS, and R programs installed for processing the microdata.
- The aforementioned access is carried out in accordance with the information security policies and procedures in force at INE, which implies strict control by INE over the information accessed and prior verification of the findings made by the researcher, in order to guarantee that the results do not contain confidential data (direct and indirect identification).
- Any attempt to record, photograph, copy, or transfer microdata, in any format, from the computer made available for access to microdata is strictly prohibited.

### **2.5. CONCLUSION OF THE RESEARCH PROJECT AND REVIEW OF THE RESULTS**

2.5.1. After the project is completed (within the timeframe indicated in **Annex 1**), the researcher may not use the microdata provided by INE and must:

- a. Destroy any original microdata files and any confidential data derived from those files;
  - b. Send to INE ([difusao.ine@ine.gov.cv](mailto:difusao.ine@ine.gov.cv)) the results generated from the analysis of the provided microdata.
- 2.5.2. The National Institute of Statistics (INE) must be mentioned as the source of the microdata provided in all research results. The researcher must also exempt the INE from any responsibility when disseminating the results of that research.
- 2.5.3. The microdata, despite any changes the researcher may have made during the analysis, remain the property of the INE (National Institute of Statistics).

### **III. FINAL PROVISIONS**

#### **3.1. SANCTIONS**

- 3.1.1. Failure to comply with the terms and conditions set out in the Agreement for the Transfer of Anonymized Microdata for Scientific Purposes (**Annex 2**) may result in sanctions being applied to the researcher and the institution hosting the respective research project.
- 3.1.2. The sanctions include:
  - a. Application of a fine of 200,000\$00 (two hundred thousand escudos) to 2,000,000\$00 (two million escudos), in accordance with the provisions of paragraph 5 of article 41 of [SEN Law](#);
  - b. Prohibition on the use of the microdata provided;
  - c. Refusal of future requests for the transfer of microdata;
  - d. Other legally applicable sanctions.

#### **3.2. FLOWCHART**

Requests for the transfer of microdata are processed according to the flowchart in **Annex 3**.

#### **3.3. POLICY CHANGE OR REVISION**

The INE reserves the right, at any time, without prior notice and with immediate effect, to alter, add to, or revoke, in whole or in part, this Policy, which is why it advises that it be consulted regularly.

### **3.4. ENTRY INTO FORCE**

This Policy comes into effect on the date of its approval.

- ANNEX 1 -

REQUEST FORM FOR TRANSFER OF ANONYMIZED MICRODATA  
FOR SCIENTIFIC PURPOSES

1. IDENTIFICATION

1.1. Researcher(s)

A. **Applicant** (the project team leader or principal investigator, if there are multiple researchers involved in the project)

Full name			
Document <sup>1</sup> no.		Valid until	
Residence			
E-mail			
Tel./Mobile			
Link <sup>2</sup>			
Title/Position			

B. **Other investigators** (involved in the research project and who will have access to the requested microdata)

Full name			
Document No.		Valid until	
E-mail			
Tel./Mobile			
Institution			
Title/Function			

Full name			
Document No.		Valid until	
E-mail			
Tel./Mobile			
Institution			
Title/Function			

<sup>1</sup> ID card / National Identity Card / Passport.

<sup>2</sup> The applicant must be an employee or worker of the institution hosting the research project, or have another contractual relationship with it, at least for the entire duration of the project.

Add more lines if there are more researchers involved in the project.

## 1.2. FRAMEWORK INSTITUTION<sup>3</sup> FROM THE RESEARCH PROJECT

### A. Institution identification

Name	<input type="text"/>
Address	<input type="text"/>
Country	<input type="text"/>

### B. Identification of the responsible party (or person with powers of representation)

Full name	<input type="text"/>
Title/Position	<input type="text"/>
E-mail	<input type="text"/>
Tel./Mobile	<input type="text"/>

**NOTICE:** If the application is submitted as a Master's or Doctoral student, it must (i) identify the supervisor of the dissertation or thesis in progress, who is a lecturer at a legally recognized national higher education institution; and (ii) attach proof that the student is a Master's or Doctoral student at the institution in question.

Dissertation or thesis topic

<input type="text"/>	
Advisor	<input type="text"/>
E-mail	<input type="text"/>
Institution	<input type="text"/>

## 2. CHARACTERIZATION OF THE RESEARCH PROJECT

2.1. Project designation:

2.2. Brief description of the project's scope and objectives:

<sup>3</sup> As indicated in **point 1.3** of the Policy on the Transfer of Anonymized Microdata for Scientific Purposes.

2.3. Duration of the research project:

Start date

End date

2.4. Area(s) of focus for the research project:

2.5. Justification for the need to access microdata within the scope of the project (explain why the aggregated data published by the INE [National Institute of Statistics] is insufficient or cannot be used):

2.6. Are there any other data sources for the project?

Yes     No

2.6.1. If so, please explain why you are requesting microdata:

### 3. DESCRIPTION OF THE REQUESTED MICRODATA

3.1. Identification of the microdata sources to be accessed:

Source of the Microdata	Reference Year
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

3.2. Identification of the statistical unit(s) whose microdata will be needed for the project:

- Individual
- Households
- Companies

Other

3.3. Indicate where you want to access the microdata:

- DIRCV online platform
- INE facilities (safe environment)

3.4. Identifying the program(s) of choice for microdata analysis in a secure environment:

- STATA
- SPSS
- R

Other

Additional observations and/or comments:

**APPLICANT'S STATEMENT**

I declare that the information contained in this Form is complete, accurate and correct and that any future changes will be communicated to the INE immediately. I consent to the INE verifying the accuracy of the information provided in this Form at any time, and that it may also request further information if necessary.

I confirm that I am submitting this request to access microdata exclusively for scientific purposes; and that the INE (National Institute of Statistics) may or may not authorize me to access microdata for scientific purposes.

I commit to taking and maintaining all necessary measures in accordance with the requirements indicated in the Agreement for the Transfer of Anonymized Microdata for Scientific Purposes.

Finally, I consent that, if and when notified by the INE (National Institute of Statistics), the project's supervising institution may take disciplinary action against me in the event of partial or total non-compliance with the aforementioned agreement.

**SIGNATURE(S)**

**The Applicant**

\_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**The person in charge of the institution**  
(or person with powers of representation)

\_\_\_\_\_  
White seal or stamp (unless a digital signature is used)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**The dissertation or thesis advisor**  
(where applicable)

\_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**ATTENTION:** In addition to the applicant, each of the other researchers with access to the microdata must sign a **Consent Form for the Processing of Personal Data (attached)**.

**\*\*\* This form, duly completed and signed, must be submitted to the INE via email: [difusao.ine@ine.gov.cv](mailto:difusao.ine@ine.gov.cv)**

## **CONSENT FORM FOR THE PROCESSING OF PERSONAL DATA**

I,

\_\_\_\_\_,  
the undersigned, hereby declare **(a)** that I give my unequivocal consent to the National Institute of Statistics (INE) for the processing of my personal data contained in the Microdata Transfer Request Form for Scientific Purposes and in the Agreement to be established for this purpose, and **(b)** I acknowledge receipt of the following information:

- a) The National Institute of Statistics (INE) is responsible for processing my personal data ([www.ine.cv](http://www.ine.cv)), with registered office at Rua da Caixa Económica, No. 18 – Fazenda, Praia City;
- b) The personal data I have provided is necessary for processing the microdata transfer request and will be kept for the time necessary to manage and monitor the project to be developed by the researcher, in accordance with the project end date indicated by the researcher in the microdata transfer request, plus six months for any subsequent contacts that may be necessary;
- c) I am guaranteed the rights to access and rectify my personal data;
- d) My personal data will be kept in the INE's technological infrastructure, in a secure environment;
- e) There is no transfer or communication of my personal data to other entities or third countries;
- f) For questions related to exercising the rights referred to in point c) or for other information, I may contact the Data Protection Officer of the INE in writing, via the following email address – [epd@ine.gov.cv](mailto:epd@ine.gov.cv);
- g) That I can file a complaint or grievance with the National Data Protection Commission - CNPD ([www.cnpd.cv](http://www.cnpd.cv)), through address and contact details: Avenida China - CP 7600, Praia, Tel.: +238 5340390, E-mail: [cnpd@cnpd.cv](mailto:cnpd@cnpd.cv). In this case, the INE will cooperate

with the CNPD, providing it, in a timely manner, with all the information requested by the CNPD.

\_\_\_\_\_ (location), \_\_\_\_\_ of \_\_\_\_\_ 202\_\_ (date).

**Signature**

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(cf. BI/CNI/Passport)

- ANNEX 2 -

**AGREEMENT FOR THE TRANSFER OF ANONYMIZED MICRODATA FOR SCIENTIFIC PURPOSES<sup>4</sup>**

1. \_\_\_\_\_,  
the undersigned, holder of ID/CNI/Passport no. \_\_\_\_\_, issued on  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ and valid until \_\_\_\_/\_\_\_\_/\_\_\_\_\_, agrees, without any reservations,  
that the anonymized microdata to which they will have access, under the terms of the request  
made to the National Institute of Statistics (INE) and approved by it, will be used exclusively for  
scientific purposes, within the scope of the research project *(identify the project)*  
\_\_\_\_\_, to  
be developed in *(identify the institution that will frame the project)*  
\_\_\_\_\_,  
and for this purpose, is bound by the **Terms of Use of Anonymized Microdata for Scientific  
Purposes**, attached to this Agreement and forming an integral part thereof.

2. Furthermore, the user is bound by statistical confidentiality, undertaking to maintain absolute  
secrecy regarding the accessed microdata, under penalty of incurring administrative and  
criminal liability, in accordance with articles 10 and 41, no. 5, of the [Law No. 48/IX/2019](#), of  
February 19, which establishes the principles, norms and structure of the National Statistical  
System (SEN) and is subject to the other sanctions foreseen in the **Policy on the Transfer of  
Anonymized Microdata for Scientific Purposes**.

3. It is also bound to comply with the confidentiality obligations set out in the general legal regime  
for the protection of personal data of natural persons, established by [Law 133/V/2001](#), of  
January 22, amended by [Law No. 41/VIII/2013](#), of September 17, and by [Law No. 121/IX/2021](#),  
of March 17th.

*(Local)* \_\_\_\_\_, *(Date)* \_\_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_.

**The Investigator**

\_\_\_\_\_

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<sup>4</sup> NOTE: Each individual involved in the request (applicant and other researchers with access to the microdata) must sign a copy of this Agreement.

## **TERMS OF USE OF ANONYMIZED MICRODATA FOR SCIENTIFIC PURPOSES**

### **I. Duty of confidentiality**

All researchers involved in the execution of the research project who use the microdata provided are bound by these Terms of Use, particularly regarding the duty of confidentiality concerning the microdata, therefore:

- a. Under no circumstances and in no form should they disclose any microdata to which they are permitted access, to any individual or entity not included in the list contained in the transfer agreement.
- b. The microdata must not be used for any purpose not specified in the transfer agreement.
- c. They must prevent and impede the knowledge and use by third parties of any means of restricted access to the microdata entrusted to them by the INE (National Institute of Statistics) or the supervisory entity of the requesting researcher.
- d. If they become aware of or have reasonable suspicion of any violation or breach of confidentiality and access rules that jeopardizes the protection of microdata, or its use for purposes not foreseen in the transfer agreement, they must immediately notify the applicant's supervisory entity and the INE (National Institute of Statistics) in writing of the facts or suspicion and their basis.
- e. They are bound to maintain confidentiality regarding any microdata to which they have access, even after the termination of their duties.

### **II. Data copy**

1. No copies of the microdata provided, in whole or in part, should be made in any medium or format, beyond the number strictly necessary for carrying out the planned research work, and should in no case exceed the number of researchers considered in the request (including the requesting researcher and other researchers with authorized access to the microdata).
2. The same duty of confidentiality, access restrictions, and security measures applicable to the original data apply to each copy made.

### **III. Technical conditions for storing, accessing, and processing microdata**

1. The microdata provided (and any copies thereof, in whole or in part), as well as the results of treatments that may contain microdata, must be stored exclusively in digital format on physical media isolated from any computer network, both local and external (CD-ROM, external disk or hard drive directory of a computer not connected to any network), and in such a way as to ensure that only the principal investigator and the other investigators considered in the application can access the microdata.
2. Under no circumstances should files containing the microdata provided, or the results of processing such microdata, be transferred or made accessible in any way via computer network, whether local or external.
3. Under no circumstances should the physical media referred to in paragraph 1 be transported outside the premises of the research institution that is part of the project that led to the transfer of the microdata.
4. Whenever the physical media referred to in paragraph 1 are connected to a computer, the computer must be isolated from any computer network, both local and external.
5. Under no circumstances should the microdata provided be printed, in whole or in part, and whenever possible, the printing of processed data that may include microdata should be avoided. If it is absolutely necessary to print processing results that may contain microdata, such printouts should always be destroyed.

#### **IV. Microdata destruction**

The microdata provided, as well as all results of intermediate treatments that may contain microdata, must be destroyed in such a way that their identification is not possible, as soon as the research operations for which the transfer of the microdata was agreed are completed.

#### **V. Identifying the source of microdata**

Researchers must indicate the INE (National Institute of Statistics) as the source of the microdata provided in all research results, as well as release it from any responsibility, through the inclusion of the following citations: (i) "This study/report/article, ..., is based on microdata rigorously controlled by the INE, name of the survey, reference year(s) and publication date"; (ii): "The responsibility for all conclusions resulting from the data rests entirely with the author(s)".

#### **VI. Responsibility**

The use of the microdata provided for unauthorized purposes (other than scientific research) or the violation, in any other way, of the principle of statistical confidentiality, namely by non-compliance with these Terms of Use, subjects the researcher to a fine, without prejudice to criminal liability arising from the same facts, under the terms of paragraph 5 of Article 41 of the [Law No. 48/IX/2019](#), of February 19 (National Statistical System Law).

#### **VII. Applicable law and competent court**

The application of these Terms of Use is governed by Cape Verdean law, and the Cape Verdean courts shall have jurisdiction to resolve any disputes arising therefrom.