



DATA DISSEMINATION POLICY



STATISTICS BOTSWANA

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PREFACE

Statistics Botswana is a semi-autonomous body enacted by the Statistics Act, 2009. It is mandated to collect, analyze, publish, disseminate and archive statistical data. As the custodian of official statistics, Statistics Botswana is also mandated to coordinate all statistical activities and the National Statistical System (NSS) in the country.

This policy provides a framework for availing statistical data and information to users. Furthermore, the policy addresses issues of when, to whom, and in what form Statistics Botswana disseminates data and information.

The policy also provides users with guidance on acceptable usage of accessed data and further defines the nature of data files that will be released, the intended use of these files together with environment under which the files shall be released.

Through implementation of this policy, Statistics Botswana will ensure that when disseminating and/or allowing access to data, information will be in formats that are harmonious with user needs by using up-to-date technologies.

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Statistician General
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1. INTRODUCTION

- 1.1 Statistics Botswana (SB) is a semi-autonomous body enacted by the Statistics Act, 2009. Its mandate is to collect, process, compile, analyse, publish, disseminate and archive official statistics. Its mandate, in relation to this policy is to provide public institutions, businesses and researchers, individuals and international organizations with reliable and objective information on the social, demographic, economic and environmental situation and trends in the country. The information produced by Statistics Botswana is intended to satisfy the diverse information requirements of all categories of users locally and externally.
- 1.2 Official statistics are public goods and shall be made available to everyone. However, cost recovery measures will often be applied on a select number of products. Statistics shall be presented in a way that they can be understood by the different users, even those without any expert statistics knowledge. The statistics and analysis shall be accessible and understandable to enable use of information with ease. As much as possible, published statistics shall cover very wide areas, in order to address information needs of the diverse users

2. POLICY STATEMENT

- 2.1 Statistics Botswana commits to making available data, statistics and other information products relating to Botswana, that have been compiled/ processed using acceptable standards to all users in accessible formats and in a timely manner in accordance with applicable laws, policies and guidelines currently in operation for statistical data dissemination processes. This dissemination policy focuses on the different dissemination methods and principles that are used to publish official statistical data and information. The guiding principle therefore is to ensure equal access by all users.

3. SCOPE OF THE POLICY

- 3.1 This policy details out mechanisms towards access of statistical products and outputs, principles of dissemination and distribution of official statistics. It is expected that the policy will guide users and indeed providers of statistical data and information on how Statistics Botswana handles such and the available dissemination mechanisms.

4. PRINCIPLES OF DISSEMINATION AND DISTRIBUTION OF OFFICIAL STATISTICS

- 4.1 The dissemination policy of Statistics Botswana is framed in accordance with the provisions of the Statistics Act 2009 (which covers the Statistics Botswana's roles, responsibilities and duties), the United Nation's fundamental principles of official statistics, manuals of the International Monetary Fund's (IMF) Special Data Dissemination Standard (SDDS) and the African Charter on Statistics. This dissemination policy therefore subscribes to international principles.
- 4.2 Official statistics shall be accurate, reliable, consistent and comparable in space and time. Distribution of official statistics shall be impartial and transparent.
- 4.3 The objectives of dissemination and related communication activities shall be to maximize the use of Statistics Botswana information and the delivery of the statistics mandate by:
 - a) Responding to user needs when developing and disseminating information;
 - b) Increasing access to information by disseminating as widely as possible.
 - c) Providing maximum access to information of broad interest, free of charge, while recovering the costs of providing selected information.
- 4.4 The underlying reason for dissemination of official statistics shall be to assure access for optimum use in decisions making.
- 4.5 Dissemination shall be in such a way that statistics results are simultaneously accessible to users. To make that possible, all users or interested parties shall be notified at the same time on the availability to access the information through the Statistics Botswana website.
- 4.6 The main channels through which statistics results shall be disseminated are hard copy, electronic publications and on a web-driven database. Equal access to the statistical information shall be achieved by informing the public about the new releases of the statistical reports (including publications and maps) through media (press release) and disseminating through various forms of distribution channels, which are:
 - a) Statistics Botswana Website
 - b) Information Resource Centre
 - c) Electronic media

- d) E-mail and telephone
- e) Workshops and seminars including events and fairs
- f) Print form through newspapers and news releases

4.7 No household or business survey data shall be disseminated prior to the dissemination of an associated statistical report.

5. USERS OF STATISTICS

5.1 Statistics Botswana shall offer a wide range of products and services and shall promote effective use of statistics for informed decision-making. The users of the statistics produced by the organisation includes - Government agencies, International agencies, Trade/Business/Private Organisations/Associations, Academicians/Researchers, Individual/Public at large, etc. Different users of statistics need different types of statistics for different purposes such as preparation of plans and programmes, work-related decisions, research, business, general interest or educational purposes.

5.2 Users shall have a choice to use the statistical information by either accessing it from the internet, Information Resource Centre or at a cost by buying own copies or incurring some minimal printing costs. Statistics Botswana shall also issue a limited number of complementary copies to some stakeholders.

6. RELEASE OF OFFICIAL STATISTICS

6.1 Statistics Botswana shall make official statistics available under the terms of the National Statistics System (NSS) and International Monetary Fund (IMF) framework guiding production and dissemination of data. The Statistician General shall approve release of all official statistics before dissemination and ensure simultaneous release to all users. A Statistics Release Calendar shall be availed to users and updated when there are changes.

6.2 The following principles shall be observed by Statistics Botswana in the dissemination and distribution of official Statistics.

- (a) All users shall have equal access to official statistics
- (b) All publications shall be published on the website
- (c) Statistical information shall also be published in the

- statistical Database of Statistics Botswana
- (d) Statistical releases shall be announced in advance through the release calendar and published on the website.
 - (e) Statistical data shall be made available impartially and simultaneously to all users
 - (f) Official statistics shall always be distributed with metadata and unambiguous explanations.
 - (g) Statistics Botswana shall comment on the misinterpretation and misuse of official statistics
 - (h) Data protection shall be guaranteed when published in the official statistics

7. RELEASE TIME

- 7.1 Official statistics shall be accessible to users of statistics on scheduled dates as news releases, e-publications, hard copies, or on CD- ROMs. The notifications about the dissemination of statistics shall be published in the release calendar which shall be available on the website. The news release shall be issued as close as possible to the announced day.
- 7.2 Electronic versions of the publications shall be posted on the website on the announced day. Printed publications shall be distributed to some stakeholders and also made available in the Information Resource Centre as soon as they are printed.
- 7.3 If a change occurs in a release time, the relevant revised release time shall be displayed in the release calendar on the website. Subscribers shall be notified of the changes in the release times. Statistics Botswana shall release documented microdata files based on the following criteria:

Monthly Data :	One month after the release of results
National Survey Day:	Two months after the release of results
Census Data :	Within six months of the release of final results

8. RELEASE OF MICRODATA FILES

- 8.1 This policy aims to support the needs of specialized researchers and students by providing anonymized microdata files to be used strictly for research/statistical purposes. The output from such research forms the

basis for decision-making about policies and programmes. The release of the data for research purposes substantially enhances the analytic value of the data that have been collected through various censuses and surveys conducted by the Organisation.

9. ANONYMISATION OF MICRODATA FILES

9.1 Direct and indirect identifiers shall be removed from files prior to dissemination through various anonymisation procedures. Two main types of anonymized files will be produced under the terms of this policy. The major differences among these files are the levels of geographic and characteristic detail.

- a. Public Use Files (PUFs): Microdata files are disseminated by Statistics Botswana for general public use. These files shall be made available for downloading, from the Statistics Botswana website, to individuals who identify themselves by name, provide their email addresses and agree to abide by the set terms and conditions defined by Statistics Botswana. Such data files shall be made available to users free of charge.
- b. Licensed files: To permit users to access data files that are less highly anonymized and/or more sensitive than PUFs, the users shall have a signed agreement with Statistics Botswana. For these files, all individual identifiers shall be removed and some characteristic detail may be collapsed or removed. Licensing agreements shall only be entered into with users working for registered organizations. The primary and secondary researchers shall be identified by name and the institution. Such files shall be available on charge basis, as per the pricing policy of Statistics Botswana.

10. DATA ACCESS

10.1 Availing data easily and widely is a priority for Statistics Botswana. Access to statistical data shall be provided via modern technology to meet different users' needs and for easy access.

10.2 Recognising the important needs of users and the importance of availing data timely Statistics Botswana shall release microdata sets for public access within 2 months after the release of survey report; Census micro data files shall be released within 6 months after the release of the census results.

10.3 Public Use Files (PUFs):

These can be accessed freely through the website once the user has registered online and agreed to the terms and conditions of use to the data set provided in the registration form.

10.4 Licensed files:

This requires an agreement between users and Statistics Botswana to permit them to access data that is more detailed. The files may be transferred to user's online methods or through DVDs.

10.5 On-site Access files:

Statistics Botswana shall, in some cases, permit users to work on-site within the Statistics Botswana premises to access sensitive data which could not be adequately anonymised for release outside of the organisation. All data to be removed from the Statistics Botswana premises shall be reviewed by an officer of Statistics Botswana to ensure that confidentiality is not breached. When requesting for this data, researchers shall be asked to outline their research objectives, for permission to be accorded.

11. CONFIDENTIALITY OF INFORMATION

11.1 All statistical information are collected in accordance with the Statistics Act which puts emphasis on aggregation of published data. Therefore all statistical data shall be anonymised before sharing with users to protect the data providers. In a similar manner all tables, reports, extracts etc. of publications shall be prepared such that the confidentiality of any data provider is not violated before data is disseminated.

12. COST SHARING

12.1 Statistics Botswana encourages broad use of its products by making them affordable for users. At the same time, Statistics Botswana shall

recover costs associated with the provisions of special services such as printing costs.

13. TERMS AND CONDITIONS GOVERNING USE OF PUBLIC DATA

13.1 The following are the terms and conditions governing the use of public data:

- a. Data and other information materials provided by Statistics Botswana shall not be redistributed or sold to other individuals, institutions, or organisation without written authority from the Statistician General.
- b. The data shall be used for statistical and research purposes only.
- c. Users shall comply with all requirements as provided by Statistics Botswana from time to time.
- d. Any publication from the data shall be duly acknowledged and properly cited.
- e. A copy of Publication/product emanating from the data must be submitted to Statistics Botswana for documentation purposes
- f. Request for microdata shall be met upon completion and submission of the data request agreement form.

14. METADATA

14.1 Statistical metadata describes or documents statistical data, i.e. microdata, macrodata, or other metadata. It facilitates sharing, querying, and understanding of statistical data over the lifetime of the data."

14.2 Metadata dissemination shall be in line with the Fundamental Principles of Official Statistics which are relevant to data management. These principles include:

- a. To retain trust in official statistics, the statistical agencies need to decide according to strictly professional considerations, including scientific principles and professional ethics, on the methods and procedures for the collection, processing, storage and presentation of statistical data.

- b. To facilitate a correct interpretation of the data, the statistical agencies are to present information according to scientific standards on the sources, methods and procedures of the statistics
- c. Data for statistical purposes may be drawn from all types of sources, be they statistical surveys or administrative records. Statistical agencies are to choose the source with regard to quality, timeliness, costs and the burden on respondents.
- d. The use by statistical agencies in each country of international concepts, classifications and methods promotes the consistency and efficiency of statistical systems at all official levels.

15. ARCHIVING OF THE STATISTICS PRODUCTS

- 15.1 All statistical publications which are eligible for archiving shall be digitally archived. The purpose of this is for preservation of the publications and future use without wear and tear. This includes microdata files that have been disseminated as well as master files.

16. PROMOTION OF STATISTICAL DISSEMINATION

- 16.1 In order to improve usage, access, recognition, direct contact with users of official statistics, Statistics Botswana shall use the following promotional methods:
- a) press releases and conferences
 - b) Workshops & meetings with Stakeholders
 - c) lectures for students
 - d) special publications on important events
 - e) promotion brochures
 - f) references on the Internet
 - g) participation in conferences & international fairs
 - h) cooperation with other institutions and
 - i) book shows etc

17. COPYRIGHT AND CITATION REQUIREMENTS

- 17.1 All products of Statistics Botswana are objects of copyright and protected by Copyright Act. All the publications shall include the copyright mark © which informs the users of official statistics that they can make copies for their own use but must not use them for business purposes. Users of such material shall acknowledge the source of information as Statistics Botswana when any data is used publicly.

18. DISCLAIMER

18.1 Statistics Botswana shall in no event become liable to users of its data and information or any other party, for any loss or damages, consequential or otherwise, including but not limited to time, money, or goodwill, arising from the use, operation or modification of the data.

19. INTERNATIONAL STANDARD BOOK NUMBER

19.1 Statistics Botswana publications shall be provided with identification keys in accordance with the International publishing standards or classifications.

19.2 The Statistician General, Statistics Botswana, is the sole authority to permit dissemination of any data or publication. The Statistics Botswana reserves the right to revise this policy at any point in time without any notice.

Annex 1: GLOSSARY OF TECHNICAL TERMS

Microdata

For the purposes of this policy, microdata are defined as files of records from household and establishment surveys and censuses pertaining to individual respondent units such as household, individual, establishment, agricultural holding, etc.

Anonymization

“Anonymization” refers to the process of removing direct and indirect identifiers from the survey file to conceal the characteristics and identity of individual respondents.

Anonymized Microdata Files

These are microdata files that have been anonymized for dissemination purposes.

Direct identifiers

These include such information as names, addresses or other direct personal identifiers which must be removed from all files made available to users.

Indirect identifiers

These refer to characteristics which are shared with several other respondents and, when combined with other information, can lead to compromising the identity of the respondent.

Census

A Census is a survey conducted on the full set of observation units or objects belonging to a given population or universe. It is the complete enumeration of a population or groups at a point in time with respect to well-defined characteristics.

Survey

Survey is a scientific statistical collection of data on individuals, households, establishments or other organizational units where only a sample of units in the population is enumerated.

Dissemination

Dissemination refers to the act of making microdata files, with supporting metadata, available for access and use.

Metadata.

A description of the data for the users to understand the data in detail. This includes, among others, description of the source, compilation, methodology, time of dissemination, institution and persons responsible for the compilation.

Degree of Anonymization

The degree of anonymization refers to the extent and manner in which the respondent's characteristics and geographic detail in the survey have been suppressed in order to ensure respondent confidentiality.

ISBN (International Standard Book Number)

ISBN is a unique number assigned to a book title by its publisher for tracking, ordering and identification purposes. This is used for books, brochures, e-publications and serials with unique titles.

ISSN (International Standard Serial Number)

ISSN is a unique eight-digit number used to identify print or electronic documents such as magazines, annual reports, yearbooks and serial publications.

Annex 2: Application form for Microdata sets from Statistics Botswana

Access Agreement
Between
Statistics Botswana
And

Person(s) requesting data
Institution:
Business Address:
E-mail Address:
Contact Number
Purpose of Data Request:
Dataset(s) Requested

State the title and reference number of the dataset(s) you are requesting (use the exact title, year as listed in our survey catalogue.

Conditions for Release of Licensed data files:

1. Data and other information materials provided by Statistics Botswana shall not be redistributed or sold to other individuals, institutions, or organisation without written authority from the Statistician General.
2. Publication/product emanating from the data must be submitted to Statistics Botswana for documentation purposes.
3. Any publication from the data shall be duly acknowledged and properly cited.
4. The data shall be used for the purpose of research or the purpose it has been requested for only.
5. Any further use needed from this data shall be communicated with Statistics Botswana for authority.
6. Requests for licensed microdata shall be serviced only upon completion and submission of this data request agreement form.
7. All administrative costs involved in making the licensed data available shall be the responsibility of the Requester.

Annex 3: Receipt of Microdata sets from Statistics Botswana

Type of data received:

Year of the data:

I/We agree that all data received under this agreement are confidential and remain the property of the Statistics Botswana.

Signature:.....
Person(s) Requesting Data

Signature:.....
Documentation and Dissemination
Statistics Botswana

Name:.....

Name:

Date:.....

Date:.....

DOCUMENT CONTROL

Prepared by: DSR	Date: 20/10/16	Sig:
Endorsed by: DSG-STO	Date: 20/10/16	Sig:
Approved by: SG	Date: 20/10/16	Sig:
Review Date	As when Necessary	By DSR

