

**CENTRAL STATISTICAL OFFICE
DATA/INFORMATION
DISSEMINATION AND ACCESS POLICY**

DRAFT

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MISSION AND GOAL

To provide for a comprehensive National Statistical Database yielding timely, relevant and high quality statistical information to institutions of the Government, Private sector and the wider national and international community.

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FOREWORD

The Central Statistical Office (CSO) is a department under the Ministry of Finance (MoF) of the Republic of Zambia. CSO is charged with the mandate of producing and disseminating official statistical information under the Census and Statistics Act, Chapter 127 of the Laws of Zambia. Official Statistics are defined as statistical data produced within the scope of the statistical programme of the National Statistical System (NSS) in compliance with national and international technical standards and fulfilling the NSS Principles. Official statistics are a public good, which should efficiently meet user needs and put a non-excessive burden on respondents. Official statistics should also be sufficiently comprehensive, accessible to all citizens and presented in a way that the main results are understood with no need for specialised knowledge.

Data dissemination is a key stage of statistical activity. The Central Statistical Office as the provider of official statistics attaches considerable importance to easy and widespread access by all decision-makers both in the public and private sector, politicians, researchers and all data users in general, to the statistics it compiles. CSO has various data collection activities that include Household and Establishment Based Surveys; Client Tailored Surveys; Censuses and secondary data collection. Open access to official statistics on the economic, demographic and social conditions of the country is an essential element of national development.

This policy provides guidelines to both the CSO and data users in accessing and disseminating official statistics. I wish to thank CSO Management and Officers in the Information, Research and Dissemination Division for their efforts in developing this document.

John Kalumbi
DIRECTOR CENSUS AND STATISTICS

ACRONYMS

CSO	Central Statistical Office
MoF	Ministry of Finance
NADA	National Data Archive

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1.0 INTRODUCTION

1.1 The Importance of Data Dissemination

The Central Statistical Office (CSO) recognizes the benefits of timely dissemination of reliable and relevant Official Statistics to all users both private and public.

The office also recognizes that dissemination will:

- i. Improve the office's visibility as data will be readily available and therefore will be more frequently used
- ii. Improve publishing and dissemination efficiency of the office
- iii. Improve the reliability and relevance of data being produced
- iv. Increase specialized research
- v. Encourage Government and Cooperating Partners to continue supporting statistical undertakings

1.2 Objective of the Dissemination Policy

The objective of this policy is to relay CSO values; as far as data/information dissemination is concerned; to its members of staff and to data users in general.

This policy will help CSO to establish a common dissemination vision and standard that will be used by both CSO and data users.

1.3 Users of CSO Statistics

The following have been identified as users of CSO data:

1. Government Ministries and Departments
2. Other Government organizations such as the Bank of Zambia and the Electoral Commission of Zambia
3. Parliament
4. Researchers
5. Students (both at secondary and tertiary education levels)
6. Local and International Non Governmental Organisations
7. Trade Unions
8. Cooperating Partners
9. Public and Private Libraries within and outside the country

10. Private Companies such as financial institutions and telecommunications companies

11. Media organizations

12. Ordinary citizens

2.0 DATA ACCESS

CSO understands the need to disseminate official statistics as widely as possible if maximum benefit can be gained from the huge investment (both financial and human) that goes into producing the statistics.

The CSO Information, Research and Dissemination (IRD) Division will be the access point to CSO data for all Public and Private Users.

2.0.1 Letters of Request for Data

Users requesting for unpublished data, such as micro data, need to present a letter of request for data/information to the Director of the CSO, who will in turn authorize the IRD Division to provide the data to the user. The request for information letter should contain the following information:

1. Type of data being requested for and for what period
2. What use the data is intended for

For published data, users do not need to write a request letter to the Director. Publications can be accessed directly from the IRD Division.

The following are the types of data that CSO will disseminate:

2.1 AGGREGATED DATA AND ITS OUTPUTS:

CSO will adhere to the following when disseminating aggregated data:

- i. CSO members of staff will not share any information/data with data users or members of the public in general if the information/data has not been officially released by the Director of CSO
- ii. Aggregated Data will be disseminated through dissemination seminars, CSO website, "The Monthly" and other bulletins, Electronic and Printed Survey and Census publications and other publications such as the Gender and Selected Socio-economic Indicators Reports.

The IRD division is the custodian of all CSO publications and other data/information; therefore, all data/information dissemination activities will be carried out in conjunction with the IRD Division.

- iii. The Zambia Data Portal will also be used to disseminate aggregated data. The Portal is a data management tool which provides advanced

- features for analyzing, visualizing, and reporting statistical data for Zambia and its provinces and districts. Access to this portal will be through the CSO website.
- iv. Publications will be physically distributed to identified organizations and individuals
 - v. Email will also be used to distribute publications to users that are on the CSO mailing list
 - vi. CSO will also take advantage of Book Fairs, Agriculture and Trade Fairs, the African Statistics Day and other events to market and distribute publication
 - vii. The CSO Library will store CSO publications for reference by CSO members of staff and the general public
 - viii. Published information will also be shared through the newspapers and news releases
 - ix. Data/Information will be disseminated at the same time to all users

2.2 MICRO DATA

Micro data is data that is at unit level of observation as generated through censuses and surveys.

Final micro data (i.e. data free of any errors or omissions) for all CSO surveys and censuses shall be submitted to the IRD Division for documentation. Documentation of Micro data and its related Meta data will be done using the National Data Archive (NADA) toolkit. This is a web based documentation tool which provides a portal for researchers and the general public to browse, search and apply for access to micro data, and download relevant survey information. The kit will be accessed through the CSO website.

Under the provision of the Census and Statistics CAP 127 of the Laws of Zambia, CSO is obliged to preserve the confidentiality of respondent information in all its census and survey data. Therefore, Micro data records will be anonymised as per procedures provided by the CSO before these are made available to users.

Census micro data will only be provided as a micro sample (10 percent) and subjected to the anonymisation techniques and documented accordingly.

To access any Micro data individuals will have to fill-in a form on the website that will identify them by name, provide their email addresses and agree to abide by the terms and conditions appropriate for a Public use file.

Micro data files will be free.

Users that have been granted access to micro data will be expected to abide by the following:

- i. No copies of any data files or portions of files shall be made except when authorised by CSO
- ii. No technique shall be used in an attempt to identify any person, establishment or sampling unit not identified in the data file.
- iii. The user shall hold in the strictest confidence the identification of any person, establishment or sampling unit inadvertently revealed in any data file. Such inadvertent identification will be brought to the attention of CSO as soon as possible.
- iv. The data will be used for statistical purposes only and not to investigate individuals or organisations.
- v. CSO will be properly cited as the source of the data.

2.3 GEOGRAPHIC INFORMATION

CSO will disseminate Geographic Information data. This will include maps and shape file data. Geographic information will be published in surveys and census reports where relevant.

Request for authority to access unpublished geographic information will be made to the Director CSO. This will attract a minimal cost.

3.0 PRICING OF STATISTICAL DATA

Government has mandated CSO to raise a specific amount of money each year from sales of publication and other statistical products and services.

Publications from censuses and surveys that are donor funded will be free of charge. However, all publications that are produced using government funds will be sold to users at a minimal fee. Pricing procedures will be developed and made public.

Geographic information data will be priced according to detail that has been requested for. Pricing procedures for Geographic Information data will be developed.

All sales of publications, data, Geographic Information and other information and services shall be done by the Sales Office. A Government receipt will be issued on all sales made.

4.0 COPYRIGHT AND CITATION

Users using CSO generated aggregated and micro data shall acknowledge CSO as the source of the data.

5.0 DISCLAIMER

CSO will not bear any responsibility for the erroneous use of its data by researchers. Users should report inconsistencies in the data (both micro and aggregated) to the CSO as soon as possible.

6.0 REVISION OF THE DISSEMINATION POLICY

This policy will be revised bi annually or as need arises. The need to revise the policy may arise when there are changes in technology, statutory regulations and any other reasons that may be determined from time to time.

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