

PROCEDURE TO REQUEST ACCESS TO MICRODATA FILES OF THE UGANDA ANNUAL AGRICULTURE SURVEY 2018 (AAS 2018).

Introduction

UBOS has generated for sharing with users Scientific Use Files (SUF) of the Uganda Annual Agriculture Survey 2018. SUF microdata files are created to meet scientific research needs. These are record level data (non-aggregated data) files which have been treated to ensure that no individual or business can be directly or indirectly identified in order to protect the confidentiality of the respondent in compliance with the enabling legislation.

Access to the files may be requested only for the realization of a specific research project by researchers belonging to organizations recognized as research bodies (e.g. universities, scientific organisations, planning agencies and statistical departments of international organizations, etc.) under strict conditions for statistical research.

Procedure for requesting access to SUF files

To apply for access, the applicant must submit a request by email to UBOS according to the following instructions.

The researcher responsible for the research project belonging to a recognized research institution must submit the research proposal with a description of the intended use of the data complemented with the data access agreement (**Cf. Annex**)

UBOS reserves the right to request any additional information, including supplementary information on the research project and the copy of the identification document of the researcher responsible for the research project.

The required documentation must be signed and sent by email to patrick.okello@ubos.org with copy to flavia.oumo@ubos.org and ubos@ubos.org.

Among the admissibility criteria, UBOS will ensure that the data are fit for the purpose of the stated research project. Therefore, before sending any access request, the applicant is asked to browse the AAS 2018 documentation on the UBOS Central Microdata Catalogue: <https://www.ubos.org/microdata/index.php/catalog>

UBOS is committed to communicating the decision to the applicant within a reasonable time. In case of a negative decision, the decision communicated should also include the reason why the request was declined.

Annex. Application for Access to a Licensed Dataset

Fields marked with * are mandatory.

The information provided on this page will be kept confidential and will be used for internal purposes only.

*First Name	
*Last Name	
*Organization	
*Email	
Dataset requested:	Uganda - Annual Agricultural Survey 2018 (main report) Uganda - Annual Agricultural Survey 2018 (Microdata Catalogue)
<p>This form must be filled and submitted by the Lead Researcher. Lead Researcher refers to the person who serves as the main point of contact for all communications involving this agreement. Access to licensed datasets will only be granted when the Lead Researcher is an employee of a legally registered receiving agency (university, company, research centre, national or international organization, etc.) on behalf of which access to the data is requested. The Lead Researcher assumes all responsibility for compliance with all terms of this Data Access Agreement by employees of the receiving organization.</p> <p>This request will be reviewed by a data release committee, who may decide to approve the request, to deny access to the data, or to request additional information from the Lead Researcher. A signed copy of this request form may also be requested.</p> <p>This request is submitted on behalf of:</p>	
* Receiving organization name	
* Telephone (with country code)	
* Email address (professional/affiliated)	
<p>* Intended use of the data:</p> <p>Please provide a short description of your research project (project question, objectives, methods, expected outputs, partners)</p>	
<p>* List of expected output(s) and dissemination policy</p>	

*** Expected completion date (DD-MM-YYYY) of the research project:**

*** Research team members (other than the Lead Researcher)**

Provide names, titles, and affiliations of any other members of the research team who will have access to the restricted data.

*** Identification of data files and variables needed**

UBOS Microdata Archive provides detailed metadata on its website, including a description of data files and variables for each dataset. Researchers who do not need access to the whole dataset may indicate which subset of variables or cases they are interested in. As this reduces the disclosure risk, providing us with such information may increase the probability that the data will be provided.

This request is submitted to access:



The whole dataset (all files, all cases)



A subset of variables and/or cases as described below (note that variables such as the sample weighting coefficients and records identifiers will always be included in subsets):

Data access agreement

The representative of the Receiving Organization agrees to comply with the following conditions:

1. Access to the restricted data will be limited to the Lead Researcher and other members of the research team listed in this request.
2. Copies of the restricted data, even a subset of it, and other material provided by the UBOS Microdata Archive will be used solely by the user, and shall not be redistributed

or sold to other individuals, institutions or organizations without the UBOS Microdata Archive's prior written agreement, and only subject to such conditions as may accompany such consent.

3. The data will only be processed for the stated statistical and research purpose. They will be used solely for generating, and perhaps reporting, aggregated information, and not for investigation of specific individuals or organizations. Data will not in any way be used for any administrative, proprietary, commercial or law enforcement purposes.
4. The Lead Researcher must state if it is their intention to match the restricted microdata with any other micro-dataset. No attempt will be made to create links between datasets distributed by the UBOS Microdata Archive and other datasets with the purpose of re-identifying any individuals or organizations.
5. The Lead Researcher undertakes that no attempt will be made to identify any individual person, family, business, enterprise or organization. If such a unique disclosure is made inadvertently, no use will be made of the identity of any person or establishment discovered and full details will be reported to UBOS Microdata Archive. The identification will not be revealed to any other person not included in the Data Access Agreement.
6. The Lead Researcher will implement security measures to prevent unauthorized access to licensed microdata acquired from UBOS Microdata Archive. The microdata must be destroyed upon the completion of this research, unless UBOS Microdata Archive obtains satisfactory guarantee that the data can be secured and provides written authorization to the Receiving Organization to retain them. Destruction of the microdata will be confirmed in writing by the Lead Researcher to UBOS Microdata Archive.
7. Any books, articles, conference papers, theses, dissertations, reports, or other publications that employ data obtained from UBOS Microdata Archive will cite the source of data in accordance with the citation requirement provided with the dataset.
8. An electronic copy of all reports and publications based on the requested data will be sent to UBOS Microdata Archive.
9. The original collector of the data, the UBOS, and the relevant funding agencies bear no responsibility for use of the data or for interpretations or inferences based upon such uses.
10. This agreement will come into force on the date that approval is given for access to the restricted dataset and remain in force until the completion date of the project or an earlier date if the project is completed ahead of time.
11. If there are any changes to the project specification, security arrangements, personnel or organization detailed in this application form, it is the responsibility of the Lead Researcher to seek the agreement of UBOS Microdata Archive to these changes. Where there is a change to the employer organization of the Lead Researcher this will involve a new application being made and termination of the original project.
12. Breaches of the agreement will be taken seriously and UBOS Microdata Archive will take action against those responsible for the lapse if wilful or accidental. Failure to comply with the directions of UBOS Microdata Archive will be deemed to be a major breach of the agreement and may involve recourse to legal proceedings. UBOS Microdata Archive will maintain and share with partner data archives a register of

those individuals and organizations which are responsible for breaching the terms of the Data Access Agreement and will impose sanctions on release of future data to these parties.

I have read and agree with the conditions

*** Date:**

*** Signature:**