



# KNBS DATA DISSEMINATION AND ACCESS POLICY

November 2012

## **VISION**

*A centre of excellence in statistics production and management*

## **MISSION**

*To effectively manage and coordinate the entire national statistical system  
to enhance statistical production and utilization*

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## Preface

Kenya National Bureau of Statistics (KNBS) is the principal agency of the Government for collecting, analysing and disseminating statistical data in Kenya. KNBS is the custodian of official statistical information and is mandated to coordinate all statistical activities, and the National Statistical System (NSS) in the country. Official statistics *are data produced and disseminated within the scope of the Statistical Programme of the National Statistical System (NSS) in compliance with international standards*. To achieve this mandate, KNBS strives to live up to the aspirations of its vision; to be a centre of excellence in statistics production and management.

Chapter Four on The Bill of Rights section 35 of the new constitution in Kenya gives every citizen right of access to information held by the State. This policy document strives to provide a framework for availing statistical information to the public in conformity with this bill and government's open data initiative.

This policy also provides guidelines on the permitted usage of KNBS accessed data and definition of the nature of data files that will be released, the intended use of these files together with conditions under which the files shall be released.

When disseminating and granting access to data, KNBS will ensure that information disseminated and or data allowed for access is in formats compatible with user needs by employing latest technologies.

**Edwin S. Osundwa, EBS**

**KNBS Board Chairman****Foreword**

This policy outlines obligations to both the Bureau and its clients; first, by giving a basic framework to access data held by the Bureau and second to KNBS in disseminating official statistics as mandated by the statistics Act (2006). With its adoption and implementation, the Bureau will have streamlined its endeavours of informing public and policy makers and formulators on the various official statistics available while research institutions will now be able to access data for further analysis.

I wish to thank the Bureau Management and the ICT Directorate staff for their efforts in developing this comprehensive policy that will guide Bureau customers in accessing and disseminating data.

**Zachary Mwangi****Ag. Director General**

**Acronyms**

CD	-	Compact Disk
CD-ROM	-	Compact Disc, read-only-memory
DHS	-	Demographic and Healthy Survey
DVD	-	Digital Video Disk
FTP	-	File Transfer Protocol
GDP	-	Gross Domestic Product
GIS	-	Geographical Information System
ICT	-	Information and Communication Technology
KIHBS	-	Kenya Integrated Household Budget Survey
KNBS	-	Kenya National Bureau of Statistics
LFS	-	Labour Force Survey
NSS	-	National Statistical System

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## **1.0 Introduction**

The statistics KNBS produces and analyses shall be geared to meet the needs of the general public, the business community, researchers, politicians economic agents and stakeholders involved in national planning and decision-making processes. Data dissemination is key in implementing and highlighting strict compliance with the mission of KNBS. The KNBS is committed to achieve excellence in provision of timely, reliable and affordable official statistics for informed decision making in order to maximize the welfare of all Kenyans. This will be achieved through collection and analysis of censuses, surveys and use of administrative data and timely dissemination of statistical products and services to users.

This policy addresses the conditions, technical options and the manner in which the KNBS disseminates statistics to users for research and other purposes and identifies different levels of anonymization for different categories of data use.

This document is divided into Dissemination and Data Access sections.

## PART I: DATA DISSEMINATION

### 2.0 Importance of Dissemination

The KNBS recognizes the benefits of timely dissemination of data to users for research and other purposes.

These benefits include:

- a. **Credibility and quality improvement.**  
Broader access to data enables replication of important statistics, further research and feedback to KNBS which can help to improve the quality of data collection and statistical products.
- b. **Diversity of research work.**  
Data dissemination encourages diversity of analysis and opinion while promoting new studies.
- c. **Increased accountability.**  
The design of evidence-based policy and the monitoring of its impact often require more detailed analysis to complement the statistical products produced by the Bureau.
- d. **Reduced duplication.**  
Non-accessibility to data forces users to conduct their own surveys. Through timely dissemination, KNBS will reduce the risk of duplicated or competing data collection activities and allowing all users to access the same data.
- e. **Harmonization and comparability.**  
By reducing duplication of efforts on data collection activities and allowing all users to access the same data.

### 3.0 Objectives

The broad objective of this dissemination policy is to ensure timely and quality data provision to data users to be achieved through:

- a. Provision of a framework for availing data to the public in conformity with the government's open data initiative,
- b. Definition of formats in which data can be disseminated in line with the latest technologies,
- c. Definition of the nature of data files that will be released, the intended use of these files and conditions under which the files shall be released,
- d. Provision of guidelines on the permitted usage of KNBS data.



## 4.0 Scope of the Policy

This policy covers the following;

- a. **Microdata and its outputs:** This is the data generated through surveys and censuses at unit level of observation mainly from the household, establishment and individual levels.
- b. **Macro data and its outputs:** This includes all available information collected and aggregated from households, firms/institutions.
- c. **Administrative data:** this includes data collected by public institutions in the course of rendering service to the public.
- d. **All GIS products:** This includes maps and shape-file data.

## 5.0 Users of Statistics

Users or customers of statistics (or market) are either legal or private persons who need the statistics for making work-related decisions or have an interest in official statistics. Based on the user's activity, relevance and relation i.e. participation in the production process of statistics, taking statistics to the public, using it while making decisions that influence the society. KNBS has divided its customers as follows:

- a. Government institutions,
- b. Research and academic institutions,
- c. International organizations and Regional development agencies.
- d. Media and general public.

## 6.0 Principles of the Dissemination of Official Statistics

The KNBS principles on dissemination are as follows;

- a. Official statistics shall be relevant for users; user friendly; comprehensive; and comply with requirements regarding legislation, confidentiality and quality.
- b. Official statistics is a public good whose productions are financed through the state budget.
- c. Official statistics shall be accurate, reliable, consistent and comparable.
- d. Distribution of official statistics shall be impartial and transparent.
- e. Data security and privacy shall be safeguarded.
- f. The Bureau shall endeavor to clarify misinterpretation of official statistics.
- g. Statistics releases are announced in advance through the release calendar and made available to the public via the website and other channels.
- h. Any changes to the dissemination schedule are announced in advance.

## **7.0 Release of Official Statistics**

The Bureau shall make official statistics available under the terms of the national and international framework guiding production and dissemination of data. The Director General shall approve dissemination of all official statistics before release and ensure simultaneous release to all users as per the release calendar.

## **8.0 Distribution Mechanisms**

KNBS Statistical information shall be disseminated through different media. These include the following:

- a. Publications - KNBS shall produce some of statistical information in publications, professional journals and magazines. These shall be disseminated to targeted users through courier systems, book fairs, trade fairs and exhibitions or as stock in the KNBS library.
- b. Seminars, workshops and launch forums – KNBS shall disseminate some of statistical information through seminars, workshops and organized launches of surveys and census reports.
- c. Electronic media - These shall comprise e-mails, data files, electronic publications stored in digital storage media such as flash disks, CDs, DVD, Electronic tapes, web pages among others.
- d. Library – The KNBS library will store publications as reference materials for researchers and the general public.
- e. E-mail and Telephone - The purpose of mass-mailing via e-mail is to contact the target groups and introduce the product as well as to invite the potential customers to submit their orders.
- f. Print method - statistical information may be shared to the public through the newspapers and news releases.

## **PART II: DATA ACCESS**

### **9.0 Accessibility to Official Statistics**

- a. Wide and easy access to official statistical data is a standing priority of KNBS, as well as the commitment to quality improvement of the service provided. Access to statistical data will be provided using modern information and communication technology in order to meet user needs and permit easy access.
- b. Recognizing the important needs of users and the importance of timely data, KNBS shall release datasets for public access or share it with the public at most within a month after the first release of survey report.
- c. For surveys and censuses, data may be released in phases to ensure that the data have been reviewed and analysed by the KNBS prior to release. The initial release will provide data based on the basic report and subsequent release will be detailed analysis of specific indicators.

#### **9.1 KNBS Obligations**

The obligation of KNBS shall include the following:

- a. The Director General shall coordinate the overall distribution of data to external agencies through the use of either data sharing agreements or other dissemination modes.
- b. KNBS shall release data or grant access to data when it is satisfied that all reasonable steps have been taken into account to safeguard confidential issues.
- c. KNBS shall classify data by their level of sensitivity and risk, taking into account the country's legal framework on freedom of information and data protection, contractual agreements, ethical considerations.
- d. KNBS shall not share data/information to individuals or institutions before official release.

#### **9.2 User Obligation**

User obligation shall include the following:

- a. Any individual or entity may submit a request for data as collected and archived in the KNBS database. Other than for published data, researchers shall disclose the nature and objective of their intended use.

- b. Any data access preference for organizations that do facilitate specific KNBS data collection by contributing funds, agents, and/or equipment shall be clearly defined and documented. Such arrangements shall receive prior approval by the Director General.
- c. Users of KNBS data shall utilize it in a manner consistent with KNBS requirements for security and confidentiality, as well as the provisions of the Statistical Act, 2006.
- d. Users shall comply with all requirements as provided by KNBS from time to time.

### 9.3 **Cost Sharing**

While KNBS encourages broad use of its products by all stakeholders, it is important to point out that production of statistical data and information is costly. KNBS shall therefore charge fees on some statistical products and services with a view to subsidizing the cost of collecting, preparing and packaging data as per the KNBS service charter.

The following general cost-sharing principles will apply to the dissemination of data:

- a. **Open access data (Public use)** – data posted in the KNBS website for download will be available at no charge.
- b. **Registered access (Licensed) data** – data will be availed to sponsors as per agreement between the sponsor and KNBS. A sponsor is any party who contributes directly either materially or financially towards a data production process.
- c. Users requesting for specialized services are expected to negotiate and agree on a cost-recovery agreement with the Director General.
- d. KNBS may levy fees on statistical information products depending on the type of product, effort expended and the dissemination medium.

### 9.4 **Terms and Conditions Governing Use of Public Data**

- a. Data and other materials provided by KNBS shall not be redistributed or sold to other individuals, institutions, or organizations without written authority from the Director General.

- b. Data shall be used for statistical purposes only and not for investigation of specific individuals or organizations or any other purpose.
- c. No attempt shall be made to produce links among datasets provided by KNBS, or among data from the KNBS and other datasets with a view to identifying individuals or organizations.
- d. Any books, articles, conference papers, theses, dissertations, reports, or other publications that employ data obtained from the KNBS Data Archive will cite the source of data.
- e. Requests for micro-data shall be serviced upon completion of and submission of the **Application Form for Microdata**.

### 9.5 Copyright and Citation Requirements

The data users shall acknowledge that any available intellectual property rights, including copyright in the data are owned by the KNBS. The data user or client is encouraged to provide KNBS with a copy of such report, paper or article.

### 9.6 Disclaimer

In no event shall KNBS become liable to users of its data, 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. In using these data, users further agree to indemnify, defend, and hold harmless KNBS for any and all liability of any nature arising out of or resulting from the lack of accuracy or correctness of the data, or the use of the data.

### 10.0 Revision

This policy shall be revised on a three year basis. However, if need arises the Director General shall authorize its revision. Changes necessitating revision shall include changes in technology, statutory regulations and any other reasons as may be determined from time to time.

**References**

Department of Economic and Social Affairs, Statistics Division, Handbook of Statistical Organization, Third Edition, *The Operation and Organization of a Statistical Agency, Studies in Methods Series F No. 88*, [online], available at: <[unstats.un.org/unsd/publication/SeriesF/SeriesF\\_88E.pdf](http://unstats.un.org/unsd/publication/SeriesF/SeriesF_88E.pdf)> [Accessed on May 29, 2012].

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<[http://unstats.un.org/unsd/publication/seriesM/seriesm\\_90e.pdf](http://unstats.un.org/unsd/publication/seriesM/seriesm_90e.pdf)> [Accessed on May 29, 2012].

## Annex I: Application form for Micro-data

### Authority for Accessing Licensed Data File

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

### Instructions

This form is to be mailed, faxed or emailed (scan signed copy) to the KNBS, with a cover letter printed on the sponsoring agency letterhead.

Mail to: **Director General**  
**Kenya National Bureau of Statistics,**  
**P.O. Box 30266 -00100, Nairobi**

Fax to: **+254 20 315977**

E-mail scanned copy to: [directorgeneral@knbs.or.ke](mailto:directorgeneral@knbs.or.ke)

Requests are reviewed by the Director General. If approved, you will be provided with the data and documentation.

Information provided in this form shall be in accordance with clause 9.4 of the Data Dissemination and Access Policy.

### Primary Data Investigator

First name: \_\_\_\_\_

Middle name: \_\_\_\_\_

Last name: \_\_\_\_\_

Title: \_\_\_\_\_

Prof/ Dr/ Mr/ Mrs/ Ms: \_\_\_\_\_

Organization: \_\_\_\_\_

Position in organization: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone (with country code): \_\_\_\_\_

Fax (with country code): \_\_\_\_\_

E-mail: \_\_\_\_\_

### Other Investigators

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

Name (last / first): \_\_\_\_\_

Position: \_\_\_\_\_

Affiliation: \_\_\_\_\_

### Receiving Organization

Organization name: \_\_\_\_\_

Type of organization: \_\_\_\_\_

Line ministry / public administration: \_\_\_\_\_

University: \_\_\_\_\_

Research centre: \_\_\_\_\_

Private company: \_\_\_\_\_

International organization: \_\_\_\_\_

Non-governmental agency (national): \_\_\_\_\_

Non-governmental agency (international): \_\_\_\_\_

Other (specify): \_\_\_\_\_

Organization website (URL): \_\_\_\_\_

Postal address: \_\_\_\_\_

### Representative of the Receiving Organization

First name: \_\_\_\_\_

Middle name: \_\_\_\_\_

Last name: \_\_\_\_\_

Title: \_\_\_\_\_

Prof/ Dr/ Mr/ Mrs/ Ms: \_\_\_\_\_

Position in organization: \_\_\_\_\_

Official Postal Address: \_\_\_\_\_

Official Telephone (with country code): \_\_\_\_\_

Official Fax (with country code): \_\_\_\_\_

Official E-mail: \_\_\_\_\_

### Notes

In this form;

- a. **'Primary/Principal Data Investigator (PDI)'** refers to the investigator who serves as the main point of contact for all communications



involving this agreement. The PDI assumes all responsibility for compliance with all terms of this Data Access Agreement by employees of the receiving organization.

- b. **‘Other Investigators’** refers to individuals other than the PDI, including research assistants, who will have access to the restricted data.
- c. **‘Receiving Organization’** refers to the organization / university / establishment which employ the Primary Data Investigator.
- d. **‘Representative of the Receiving Organization’** refers to an individual who has the authority to represent the Receiving Organization in agreements of this sort.
- e. **‘Restricted data’** refers to any data or variables (questions) that KNBS feels by its release will compromise country’s security or national cohesion strategies.

### **Description of Intended Use of the Data**

Please provide a description of your research project (research question, objectives, methods, expected outputs, partners). This information may be provided as an attachment to this request. If information is insufficient, your request may be rejected or additional information will be requested.

### **Identification of data files and Variables Needed**

KNBS shall be providing 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 are of interest. As this reduces the disclosure risk, providing such information may increase the probability that the data will be provided.

### **Data Access Agreement**

The PDI, the other investigators, and the representative of the receiving organization agree to comply with the following:

- a. Access to the restricted data will be limited to the PDI and other investigators.
- b. Copies of the restricted data or any data created on the basis of the original data will not be copied or made available to anyone other than those

mentioned in this Data Access Agreement, unless formally authorized by the Director General.

- c. The data will only be processed for the stated statistical purpose. They will be used solely for reporting of aggregated information and not for investigation of specific individuals or organizations.
- d. The PDI undertakes that no attempt will be made to identify any individual person, family, 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 the KNBS. The identification shall not be revealed to any other person not included in the Data Access Agreement.
- e. The PDI shall implement security measures to prevent unauthorized access to licensed data acquired from the KNBS. The data shall be destroyed upon the completion of the research, unless KNBS obtains satisfactory guarantee that the data can be secured and provides written authorization to the receiving organization to retain them. Destruction of the data will be confirmed in writing by the Primary Data Investigator to the KNBS.
- f. Any books, articles, conference papers, thesis, dissertations, reports, or other publications that employ data obtained from the KNBS will cite the source of data in accordance with the citation requirement provided with the dataset.
- g. An electronic copy of all reports and publications based on the requested data will be sent to the KNBS.
- h. The original collector of the data, the KNBS, and the relevant funding agencies bear no responsibility for use of the data or for interpretations or inferences based upon such uses.
- i. This agreement will come into force on the date that approval is given for access to the restricted dataset and remain valid until the end of the project.
- j. Any changes to the project specification, security arrangements, personnel or organization detailed in this application form, shall be made upon approval by KNBS. Where there is a change to the employer organization of the Primary Data Investigator this will involve a fresh application being made.
- k. Failure to comply with the KNBS terms and conditions will amount to a breach of the agreement and will result into legal proceedings as per Statistics Act, 2006.

**Signatories**

The following signatories have read and agreed with this Data Access Agreement as presented in herein above:

**The Principal/Primary Data Investigator**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The Representative of the Receiving Organization**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**KNBS Director General / or Approved Officer**

Name: \_\_\_\_\_

Directorate: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_