

# Using the DST servers responsibly

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From /home/bendix/sdc/DMreg/adm/DST-rem.tex

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## Background

- ▶ We have twice had violations concerning transmission of microdata
- ▶ We once have had violations concerning non-authorized transmission of non-data
- ▶ We have a number of times had violations of table-data restrictions

Therefore this reminder of good behaviour when using DST servers

This does **not** replace the guidelines available at the DST website  
—links are in the note you got by mail Friday 17, at 17:49

## Rules for data: microdata

- ▶ Microdata: One person in each line of data
- ▶ Microdata: A value for a single person  
⇒ accurate `min` and `max` may be microdata  
Can be transferred if no risk of identifying individuals.
- ▶ You can **look** at microdata on the screen
- ▶ You must **never** transmit microdata out of DST servers
- ▶ If in doubt, contact the person in charge of your project (or Bendix Carstensen)

## Rules for data: summaries

- ▶ You can transmit analysis results such as summaries and tables
- ▶ No table entries  $< 3$  are allowed.

Must not be deductible either; for example this is disallowed:

M	W	Total
*	5	7

... because we can infer that the M entry is 2.

- ▶ Tables / summaries / results must be transmitted before you can use them in your articles and reports.

## Rules for transmission

- ▶ **Only** means of transmission allowed is the mail-home system
- ▶ screenshots **dis**allowed
- ▶ photo of screen **dis**allowed
- ▶ manual copy from screen **dis**allowed  
... this is like a photo with a very bad camera
- ▶ these 3 apply to **all** types of data
- ▶ sharing of screen when logged on DST is **dis**allowed

⇒ You can **only** use results in articles and reports that you have sent over the mail-home system

DST must be able to check that only compliant data is transmitted.

# Why the rules

- ▶ Preserve anonymity of persons (and business entities)

## Side effects of the rules (advice)

- ▶ Groom your code so it is readable for yourself
- ▶ Comment your code, describing what you do and why
- ▶ Describe the results
- ▶ Results must be from the program, not read off the screen and put in comments—there will be no guarantee that the data in comments is not accidentally microdata
- ▶ Revise, revise, revise till it is readable and gives only the results/summaries you need
- ▶ This will also minimize the risk of accidental microdata transfer

## What if I violate rules?

**IMMEDIATELY** contact the person in charge of your project.

- ▶ DST must be notified at once by the person responsible for the project
- ▶ copy to Birgitte Brock
- ▶ further advice at Else Ibfelt, Bendix Carstensen
- ▶ DST will ask for a description of the incident and the measures we will take to avoid further incidents

## Summary

- ▶ Microdata: one line of data per person can **NEVER** be transmitted
- ▶ Tables: No entries  $< 3$  can be transmitted **ONLY** transmission via DST mail-home system
- ▶ Analysis results can be transmitted if no person or business entity can be identified **ONLY** transmission via DST mail-home system
- ▶ **NO** transmission of anything outside the DST mail-home system, be that digital, analog or manual.
- ▶ **RESULTS** for your papers must be in a file that you have sent, complying with the rules