

V Secondary Use System for Statistical Data in Japan (2)

(Tailor-made tabulation and anonymized data handling)

Due to the full enforcement of the Statistics Act since April 2009, the secondary use system, such as questionnaire information provision, production of statistics by entrustment (known as tailor-made tabulation), and anonymized data production/provision was launched. This system includes 3 main forms.

(a) The provision of questionnaire information (known as High Level Public Use)

* Please refer to the last chapter (4) (Secondary Use System for Statistical Data in Japan (1) “Background and Access to Questionnaire Information”)

(b) The production of statistics by entrustment (tailor-made tabulation), etc.

- The Statistics Act (Act No. 53 of 2007) (Extract)

(Production of Statistics, etc. by Entrustment)

Article 34 The head of an administrative organ or an incorporated administrative agency, etc. under Article 25 may conduct production of statistics, etc. by utilizing questionnaire information pertaining to statistical surveys conducted by himself/herself in response to the request from the citizens, pursuant to the provision of an Ordinance of the Ministry of Internal Affairs and Communications, within limits that would not cause any hindrance to the performance of his/her business, when finding that it would contribute to the development of academic researches or in other cases specified by an Ordinance of the Ministry of Internal Affairs and Communications.

The tailor-made tabulation is provided as “the production of statistics by entrustment, etc.” in Article 34 of the Act. This provision was established for promotion of the effective use of statistical data.

Specifically, the organization that implemented the survey produces statistics according to requests from the general public and only provides results to the people who asked for them. With this system, the production of statistics using questionnaire information is done by the organization that implemented the survey and the requester does not use the questionnaire information; therefore, the stringent requirement provided in Article 33 (ii) of the Act might be considered unnecessary.

However, even with this system, if it provides for the organization complying with any request regardless of the purpose, the individuals or the entities in the survey could be identified depending on how questionnaire information is used in the tabulation, so that it may cause insecurity among the people. In addition, the organization needs to conduct individual operations for each request in addition to their primary operations; therefore administrative resources are consumed in order to fulfill those requests. Moreover, it seems that information collected to make official statistics is public property and should not be used for private purposes. Therefore, Article 34 of the Act provides that such questionnaires shall be “within limits that would not cause any hindrance to the performance of his/her business”, and it may accept the entrustment only “when finding that it would contribute to the development of academic research” or “when finding that it would contribute to the development of higher education” and when fulfilling certain

requirements (which are described in Article 10 of the Ordinance for Enforcement of the Statistics Act).

- Ordinance for Enforcement of the Statistics Act (Ordinance of the Ministry of Internal Affairs and Communications No.145 of 2008) (Extract)

(Cases where statistics can be produced by entrustment)

Article 10 The cases provided by the Ordinance of the Ministry of Internal Affairs and Communications based on Article 34 of the Act, are as follows:

(i) When finding that it would contribute to the development of academic research and fulfilling all of the following requirements:

(a) The direct purpose is to use the statistical findings for academic research.

(b) The result of the academic research utilizing the statistical findings is publicized.

(ii) When finding that it would contribute to the development of higher education and fulfilling all of the following requirements:

(a) The direct purpose is to use the statistical findings for educational purposes at a university or college of technology provided in Article 1 of the School Education Act (Law No.26 of 1947).

(b) The content of the education utilizing the statistical findings is publicized.

Consequently, regarding tailor-made tabulation, the scope of potential use is greater than those of purposes originally intended, and private entities can use the system as long as they fulfill the requirements. The requesting procedures, etc. are provided in the “Guidelines for Production of Statistics by Entrustment” (See Attached).

(c) Production and Provision of Anonymized Data

- The Statistics Act (Act No. 53 of 2007) (Extract)

(Production of Anonymized Data)

Article 35 The head of an administrative organ or an incorporated administrative agency, etc. under Article 25 may produce anonymized data by processing questionnaire information pertaining to statistical surveys they have conducted.

(2) The head of an administrative organ shall, when intending to produce anonymized data pertaining to fundamental statistical surveys pursuant to the provision of the preceding paragraph, hear the opinions of the Statistics Commission in advance.

(Provision of Anonymized Data)

Article 36 The head of an administrative organ or an incorporated administrative agency, etc. under Article 25 may provide anonymized data produced pursuant to the provision of Article 35, paragraph (1) upon a request from the citizens, pursuant to the provision of an Ordinance of the Ministry of Internal Affairs and Communications, when finding that it would contribute to the development of academic researches or in

other cases specified by an Ordinance of the Ministry of Internal Affairs and Communications.

Production and provision of anonymized data is provided in Article 35 and 36 of the Act. These provisions were also established for promotion of effective use of statistical data like Article 34 of the Act.

As stated before, Article 34 of the Act regulates production and provision of statistics by entrustment as one of the new forms of questionnaire information use. However, this entrustment requires the organization which implemented the survey to perform separate work. As such, the result may not become available immediately, and production is only implemented within the range of the content of entrustment. Therefore, when the research is implemented by producing various statistics using trial-and-error methods, it is not effective in terms of the timeliness and flexibility of requesting procedures. On the other hand, provision of the information in individual questionnaires itself is strictly restricted from the viewpoint of confidentiality.

Accordingly, a new regulation concerning the provision of anonymized data, which is processed to make it impossible to identify individuals and juridical persons, has been established.

Additionally, restrictions on the purpose of use are set for provision of anonymized data, just like tailor-made tabulation. Although anonymized data is processed to protect confidentiality, individual's bare/raw responses related to personal life and true facts of the entity, etc. are included in the data, and it may make people feel insecure about statistical surveys, wondering whether private information may be disclosed or that their responses may be used against their wishes. Therefore, regarding anonymized data, same kind of consideration for keeping confidentiality needs to be given to the information in questionnaires. In Article 36 of the Act, the scope of requests possible to allow is restricted to the case, where a certain level of public benefit is expected, like the production of statistics by entrustment provided in Article 34 of the Act requires that it "contributes to the development of academic research", "contributes to the development of higher education" or "contributes to the increase of our nation's profit in international society and the healthy development of international economic society", and fulfills specific requirements (which are described in Article 15 of the Ordinance for Enforcement of the Statistics Act).

- Ordinance for Enforcement of the Statistics Act (Ordinance of the Ministry of Internal Affairs and Communications No.145 of 2008) (Extract)

(Cases where anonymized statistical data can be provided)

Article 15: The cases provided by the Ordinance of the Ministry of Internal Affairs and Communications based on Article 36 of the Act are as follows:

- (i) When it contributes to the development of academic research and fulfills all the following requirements.
 - (a) The anonymized data is used only for the production of statistics.
 - (b) The direct purpose is to use the anonymized data for academic research.
 - (c) The result of academic research utilizing anonymized data is publicized.
 - (d) Measures to properly manage anonymized data are taken.
- (ii) When it contributes to the development of higher education and fulfills all the following requirements:
 - (a) It falls under (a) and (d) in the preceding (i).
 - (b) The direct purpose is to use anonymized data for educational purposes at a university or college of technology provided in Article 1 of the School Education Act
 - (c) The content of the education utilizing the anonymized data is publicized.
- (iii) When it contributes to the increase of our nation's profit in international society, the healthy development of international economic society, and fulfills all the following requirements:
 - (a) Anonymized data is used only for the production of the statistics necessary to perform international comparison.
 - (b) Submission of the request (meaning the party that requests for provision of anonymized data to the head of the administrative organ or incorporated administrative agency. The same applies to the rest of this item and from Article 11 to 13 applying in Article 16) from an international organization that Japan is a member, or a party that falls under all the following requirements:
 - (1) The objective of the production of the statistics provided in item (a) is to provide statistics or results of statistical research necessary to conduct international comparison to public bodies, foreign governments (international organizations, foreign governments or other equivalent bodies. The same shall apply hereinafter.), or provide them to those who conduct academic research or higher education by using these statistics or results (hereinafter referred to as "provision of international comparative statistics").
 - (2) When the organization has been or will certainly be provided questionnaire information (which is limited to the same kinds of information required and those possible to compare with the anonymized data provided) necessary to produce statistics provided in item (a) from two or more foreign governments, etc. and when the organization has been or will certainly be receiving aid, such as dispatch of staff, funding or offers for use of buildings and other facilities, from public bodies or one or more foreign governments.
 - (c) Each item, which is determined depending on the following classification of the applicant requesting for provision, shall be publicized:
 - (1) International Organization that Japan is a member of: Result of the International comparison implemented with the anonymized data
 - (2) International Organization that Japan is not a member of: Status on the provision of international comparative statistics, etc. produced using the anonymized data
 - (d) It fulfills the requirement of (d) in item (i).

The procedures for request are provided in the "Guidelines for Production and Provision of Anonymized Data" (see attached).

Guidelines for Production of Statistics by Entrustment (Tailor-Made Tabulation)

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No.1 Purpose of the Guidelines

The purpose of the Guidelines for Production of Statistics by Entrustment (hereinafter referred to as the “Guidelines.”) is for administrative organs or incorporated administrative agencies, which are entrusted with the entire administrative affair based on Article 34 of the Statistics Act (Law No.53 of 2007. Hereinafter referred to as the “Act.”), to be able to implement these affairs properly and smoothly by clarifying and standardizing the administration pertaining to the production of statistics by entrustment based on Article 37 of the Act.

No.2 Definitions of Terms

1) Production of statistics

The term “production of statistics” in these Guidelines refers to tabulate and produce statistics that were not originally planned to be produced by using questionnaire information.

2) Statistical research

The term “statistical research” in these Guidelines refer to research conducted through a statistical approach, which utilizes questionnaire information. For example, research that evaluates variance of statistics and research that conducts regression analysis to find trends in a group of people fall under this classification.

Individual case studies that focus on individual survey objects, etc. are not included.

3) Production of statistics by entrustment (tailor-made tabulation)

The term “production of statistics by entrustment” (hereinafter referred to as “tailor-made tabulation”) in these Guidelines refer to the production of statistics or statistical research (hereinafter referred to as the “Production of Statistics, etc.”) which the entrusted organization does by utilizing questionnaire information pertaining to the statistical survey it implemented in response to a request from the general public based on Article 34 of the Act.

4) Statistical product

The term “statistical product” in these Guidelines refers to the outcome produced by tailor-made tabulation of the entrusted organizations based on Article 34 of the Act.

5) Questionnaire information

The term “questionnaire information” in these Guidelines refers to what is stipulated in Article 2 (11) of the Act. Administrative record information provided from other administrative organs is not included in the items used in tailor-made tabulation, in principle. However, this shall not apply when the administrative organ which provided the information, has given consent to use it for tailor-made tabulation.

(Note: Definitions, Article 2 (11))

The term “questionnaire information” as used in this Act means information collected through statistical surveys that is recorded in document , pictures, or electromagnetic records (meaning records made by any electronic form, a magnetic form, or any other form not recognizable to human perception).

6) Administrative organs

The term “administrative organs” in these Guidelines refers to administrative organs in charge of administrative affairs pertaining to Article 34 of the Act among those provided in Article 2 (1) of the Act.

7) Incorporated administrative agency, etc.

The term “incorporated administrative agency, etc.” in these Guidelines refers to the organization in charge of administrative affairs pertaining to Article 34 of the Act, among those provided in Article 25 of the Act.

8) Entrusted incorporated administrative agency, etc.

The term “entrusted incorporated administrative agency, etc.” in these Guidelines refers to the incorporated administrative agencies provided in Article 12 of the Order for Enforcement of the Statistics Act (October, 31, 2008, Cabinet Order No.334. Hereinafter

referred to as the “Order for Enforcement”) which are entrusted to handle all practical works according to the provision of Article 37 of the Act.

9) Entrusted organization

The term “entrusted organization” in these Guidelines refers to the “administrative organ” in 6 and the “Incorporated administrative agency, etc.” in 7.

10) Entrusted organization, etc.

The term “entrusted organization, etc.” in these Guidelines refers to the “entrusted organization” in 9 and “entrusted incorporated administrative agency, etc.” in 8.

11) Applicant

The term “applicant” in these Guidelines refers to the person/entity who requests tailor-made tabulation based on Article 34 of the Act, Article 13 of the Order for Enforcement and Article 11 of the Ordinance for Enforcement of the Act (Ordinance of MIC No. 145 of 2008. hereinafter referred as the “Ordinance for Enforcements).

No.3 Basic Principles for Implementation of Tailor-Made Tabulation

1) Development of Manual and Clarification of Responsibilities

The entrusted organization, etc. shall develop common manual throughout the organization to clarify and optimize concrete details and procedures pertaining to tailor-made tabulation based on these Guidelines.

It shall also provide a system of work and role sharing of the involved departments and sections within the organization and establish council/managerial positions for smooth implementation of tailor-made tabulation, as required.

Additionally, when an entire work of tailor-made tabulation is entrusted to a designated incorporated administrative agency, the said agency, etc. shall develop manual for the entire work. Regarding development and revision of the manual, the said incorporated administrative agency shall consult with the entrusted organization based on the agreement made at the time both parties entered into contract for entrustment of the entire affair.

2) Securing Confidentiality and Keeping Appropriate Management

(1) Measures to Be Taken at Entrusted Organizations, etc.

When an entrusted organization, etc. handles questionnaire information to implement tailor-made tabulation, from the perspective of securing trust from survey subjects, it shall take necessary measures taking into account the provisions for appropriate management of questionnaire information based on Article 39 (1) (i) and (iii) of the Act and provisions for confidentiality based on Article 41 (i) and (iii) of the Act, also taking into account the “Guidelines for Management of Questionnaire Information and Measures Against Information Leakage” (February 6, 2009, decision of the Director-General for Policy Planning (Statistical Standards)), MIC.

(2) Measures when outsourcing works for tailor-made tabulation and other related operations

When entrusted organizations outsource works for tailor-made tabulation, they shall have the business entrusted with the operation take measures based on the provisions for appropriate management of questionnaire information in Article 39 (2) of the Act and provisions for keeping confidentiality in Article 41 (iv) of the Act. And when entrusted organizations make contract with the business, it shall include contract clauses for making the business keep it based on the “Guidelines for Management of Questionnaire Information and the Measures Against Information Leakage” (February 6, 2009, decision of the Director-General for Policy Planning (Statistical Standards), MIC) and the “Guidelines for Outsourcing Statistical Surveys to Private Entities” (undertaken at a conference among Director-Generals and Directors of the main statistics departments of the Cabinet Office and ministries held on March 31, 2005).

3) Efficient Implementation of works

Taking into account the fact that conducting tailor-made tabulation requires technical knowledge and experience for programming and examination of result tables, etc. entrusted organizations shall consider total or partial outsourcing of related works based on Article 37 of the Act if necessary. And they shall make efforts to develop and accumulate technologies related to tailor-made tabulation to be able to work efficiently.

4) Entrustment to Entrusted Incorporated Administrative Agencies Based on Article 37 of the Act

(1) Coordination among entrusted incorporated administrative agencies, etc., the MIC and entrusted organizations

Entrusted organizations and entrusted incorporated administrative agencies, etc., which are entrusted with operations from the said entrusted organizations, shall communicate with each other closely and implement related works smoothly.

Also, communication to the MIC regarding the individual operations, which an entrusted incorporated administrative agency, etc. accepted, shall be conducted through the said entrusted organizations. (related section: No.17-2, No.18-2)

(Note: As of December 2013, only the National Statistics Center as incorporated administrative agency under the jurisdiction of MIC is designated as entrusted incorporated administrative agency based on related order and the Act.)

(2) Change of entrusted incorporated administrative agency, etc.

When outsourcing of all works to an entrusted incorporated administrative agency, etc. based on Article 37 of the Act, starts, changes or terminates, and the entrusted organization has not completed the series of procedures pertaining to Article 34 of the Act, the entrusted organization shall inform the said fact to the related person/entity requesting tailor-made tabulation in advance and take necessary measures for the smooth handling of related works.

When an entrusted incorporated administrative agency, etc. is changed, the entrusted organization shall pay attention to the transfer of related documents, keeping of coordination among related organs, and so on so that there are no omissions.

No.4 Release of the Plan for Tailor-Made Tabulation

At the beginning of every fiscal year, entrusted organizations shall release in advance the information concerning works conducted in the year by posting them on the website, etc. such as the title and year of the statistical survey available for tailor-made tabulation, type of statistics that can be produced, kinds of tabulation services available, submission period of request, time period in which statistical products can be provided and the way they would be handled in the following years (related section: No.6)

- i) Title and year of statistical survey
- ii) Type of the statistics that can be produced and kinds of tabulation services available

<Example > :

[Kinds of aggregation service]

Limited to those fulfilling all of the following conditions:

- Cross tabulation (two-way or less)
- Tabulation that can be directly implemented only with the data set the entrusted organization possesses
(Re-coding of the items, etc., is not available)

- Tabulation program (language);,

The ones that can be tabulated with the XX function of YY.

[Output Form]

XX Form, etc.

- iii) Period for the submission of request
- iv) Period for the provision of statistical products

No.5 Establishment of Additional Charges by Notification of Administrative Organization

When it is necessary to add further costs as additional charges for tailor-made tabulation based on Article 13 (1) (iv) of the Order for Enforcement to the costs, such as labor cost, cost for medium, cost for shipping, etc., described in Article 13 (1) (i) – (iii), additional charges for further costs shall be set by the Notification in advance. (Related section: No. 8-2)

No.6 Procedure to Request Tailor-Made Tabulation

1) Items to be Clearly Mentioned in Advance

Entrusted organizations, etc. shall provide details on the following items, in their website, etc., which applicants should understand before they submit a request for tailor-made tabulation. (Related section: No.4 and No.6-6):

<<Items required to be mentioned>>

- Purpose and legal basis of tailor-made tabulation system.

- Terms of use which provide details of the contract (forms of contract, etc., determined by the entrusted organization, etc.).
- Procedure to submit a request for tailor-made tabulation and the form required for each request.
- The fact that identity verification is necessary and the documents used for verification will be copied at the reception desk.
- The average time required for processing (processing period from the point a request is submitted until the point the review result is notified.).
- The fact that using the product for any purpose other than the ones described in the request is prohibited (the fact that the user needs to receive consent from the entrusted organization, etc. to use the product for a purpose other than the one described in the request).
- If the contract, etc. is violated, provision of the data, etc. from all entrusted organizations, etc. will be banned.
- The possibility of not being able to obtain the result an applicant expects due to there being necessary concealment measures in place regarding the statistical product.
- Copyrights may not be claimed on the statistical product made through this request.
- Use of data through a tailor-made tabulation system is based on a contract and not subject of the Administrative Appeal Act (Law No.160 of 1962).
- Provision of the statistical product may be delayed due to unavoidable reasons.
- In principle, once the entrusted organization, etc. has approved a request, changes cannot be made.
- In cases where an applicant receives a statistical product through the tailor-made tabulation system, the outcome of the academic research or details of the higher education must be made public.
- In cases where an applicant receives a statistical product through the tailor-made tabulation system, the organization the applicant belongs to, name of the applicant, title of the questionnaire information used and title of the academic research or the subject of the class, etc. shall be made public by the entrusted organization.
- The language used for requesting procedures.

Additionally, when the entrusted organization outsources a part of the works to a private business, the following items shall be indicated clearly in addition to the items above:

- The fact that the entrusted organization may require time to outsource, due to necessary procedures such as procedures for tender, etc. after the approval of a request.
- The fact that the fee mentioned in the notification of approval (shown in No.9) remains the same regardless of the amount charged based on the contract with the private business.

2) Prior Confirmation, etc.

To avoid re-submission of documents (*) for the confirmation of consent on the items to be specified, which is described in 1) as above, and for the request of tailor-made tabulation, etc. after their submission due to unfulfilled requirements or incomplete documents, etc., entrusted organization, etc., in principle, shall conduct pre-confirmation

before the formal submission of related documents on the following items from (1) to (7) by means of an interview or a phone call, etc. with the person who is planning to submit documents for a request:

- (1) Confirmation of whether the applicant checked the content of items on the website that required to be mentioned clearly, as listed in 1 above and understood the said content properly. If the applicant does not understand sufficiently, explanation of the said item.
- (2) Instructions on how to fill out each form of request for tailor-made tabulation and the letter of request as well as an explanation of the provision of statistical products and instructions of related procedures.
- (3) Explanations about the limitations on purpose of use (details of the academic research or higher-education related usage) and users, and instructions of the items required to be mentioned and attached materials necessary for the assessment of request.
- (4) Explanation of the conditions for approval and matters which the applicant should observe.
- (5) Listening to the details of the statistical product assumed by the person who is planning to request tailor-made tabulation. Prospects whether a plan will be approved or not, and necessary advice for it.
- (6) Explanation of information regarding the fee.
- (7) Possibility of not being able to obtain the result the applicant expects due to the use of a necessary concealment measure on the statistical product.

(Note*) The documents refers to those and attached materials used to request tailor-made tabulation which are provided by the entrusted organization, etc. based on Article 11 (1) of the Ordinance for Enforcement and by reference to the Appended Form 1 provided in “The issue of deciding on the items to be included in the request for tailor-made tabulation, etc. and deciding the form of the letter of request pertaining to the production of statistics” (Notification of MIC, No.457 of 2009) (hereinafter referred to as “MIC Notification.”).

3) Unit of Request for Tailor-Made Tabulation, etc.

(1) Unit of request for tailor-made tabulation

A form of request for tailor-made tabulation shall be prepared for each “direct purpose of use” by which approval/not approval based on the factors for decision listed in Article 10 of the Ordinance for Enforcement for the request is determined. (The applicant may request for tailor-made tabulations pertaining to multiple statistical surveys that the said entrusted organization implements all together.) (*1)

However, when the entrusted organization, etc. decides that it would be smoother to conduct assessment if the entries is made separately by statistical survey, for example, the applicant requests different statistical products for each survey by using multiple surveys, etc., the entrusted organization shall make the applicant divide a request into multiple ones appropriately. (*2)

- *1) For each request for tailor-made tabulation, a letter of request and related documents required for the following procedure and a performance report shall be prepared respectively.
- *2) In this case, the form for request is divided for convenience. Therefore, it is treated as one request for each statistical product and related documents necessary for the following procedures would be the same. In principle, the content shall be written separately in each unit corresponding to the unit separated in the request for tailor-made tabulation.

(2) Unit of request for tailor-made tabulation when they are submitted to the entrusted incorporated administrative agency, etc.

Regarding requests for tailor-made tabulation, etc. submitted to entrusted incorporated administrative agencies etc., which handle all works for tailor-made tabulation by accepting work from multiple entrusted organizations, a letter of request and related documents shall be prepared separately by the entrusted organization and by statistical survey which is a subject of tailor-made tabulation according to the provision in (1) above.

4) Range of Applicant

In order to fulfill all the requirements given in Article 10 of the Ordinance for Enforcement based on Article 34 of the Act and receive statistical products, an applicant needs to be a person who can use the product by tailor-made tabulation on his/her responsibility to contribute to the development of academic research or higher education.

Examples of people who fall under the requirements are as follows:

- A researcher who belongs to a university, etc. or an organization for academic research, and such an organization
- A person who runs academic research at a think-tank, etc. and such a think-tank, etc.
- A researcher who does not belong to any organization, but is doing academic research
- Instructors who give lectures, etc. in an organization for higher-education such as a university, and such an organization for higher education

5) Submission of Request for Tailor-Made Tabulation by Agent

Article 11 (3) of the Ordinance for Enforcement allows the requesting of tailor-made tabulation by an agent.

The agent needs to have a document that proves the right to represent, like a letter of attorney from the applicant.

Additionally, the agent must execute the request for tailor-made tabulation at the reception desk and needs to make decisions on corrections of the documents such as the written request for tailor-made tabulation as needed. Therefore, it is desirable that the agent has considerable insight on the content of the request for tailor-made tabulation.

6) Entries in the Request for Tailor-Made Tabulation

The entrusted organization, etc. shall provide the form of request for tailor-made tabulation which contains the following fifteen items, based on the Article 11 (1) of the Ordinance for Enforcement and the MIC Notification and with reference to Appended Form 1.

The language used for request for tailor-made tabulation shall be determined by the head of the entrusted organization, etc. with consideration to the resources the organization has.

- (1) Name, date of birth, address, organization belonging and its position, and contact information of an applicant

The applicant's name, date of birth, address, organization belonging and its position, and contact information (including address, telephone number and e-mail address) shall be entered.

When a corporation or other group is requesting tailor-made tabulation, and the representative or manager is appointed, the name, date of birth, address, position, and contact information (including address, telephone number and e-mail address.) of the representative or the manager shall be entered.

- (2) Name and address of the corporation or other group (when a corporation or other group requests tailor-made tabulation)

When a corporation or other group requests tailor-made tabulation, a section for them to enter their name and location shall be made under the section of (1) above in a form.

- (3) Agent's name, date of birth, and address (when an agent executes the request for tailor-made tabulation)

When a request is submitted by an agent, the agent's name, date of birth, and address also shall be entered.

- (4) Title and year, etc. of the statistical survey of which questionnaire information to be used

The title and year of the statistical survey(s) that the entrusted organization, etc. has clearly indicated in advance as available for tailor-made tabulation shall be entered. (Related section: No.4)

- (5) Direct purpose of use

Since the entry items to request for tailor-made tabulation are different according to the direct purpose of use is academic research or higher education, an applicant shall enter the required information in the form that corresponds to the direct purpose of use and submit it accordingly.

- (6) Names of the higher education institution, faculty and department (when the direct purpose of use is higher education)

In (5) above, when the direct purpose of use is higher education at a university, etc. the name of the higher education institute that will use the said statistical product and

the names of the faculty and department of which the statistical product will actually be used in class shall be entered.

(7) Title of the academic research (when the direct purpose of use is academic research)

When the entry in above (5) is academic research, the following (a)-(d) shall be entered.

(a) Title of the academic research

The title of the academic research, such as “Research regarding XX” shall be entered.

(b) Necessity of the academic research

The value of the said academic research such as the significance of executing the research in a specific field of study or in society, etc. shall be entered.

If the research is receiving public research funding (e.g. Grants-in-Aid for Scientific Research by MEXT and Science Research Grants by Ministry of Health and Labour) or subsidized, a copy of the notice of funding approval, etc. shall be attached separately since it can be used as a reference to prove its value.

(c) Details of the academic research

The concrete details of the academic research shall be entered.

Also, material that shows the content of the research, a list of the related thesis/books written by the applicant shall be attached separately as required.

(d) Research plan and the period of research

The research schedule including planned time of publicizing the research results, etc. of the said academic research shall be entered.

(8) Name of the class, etc. (When the direct purpose of use is higher education)

When the entry in (5) above is higher education, enter the following (a)-(d) shall be entered:

(a) Title of the class subject

The title of the class subject, such as “XX Exercise (III)” shall be entered.

(b) Class objective, the necessity of using statistical products in the class and methods of use.

The overall objective of the class, such as “to learn the basic theory of regression analysis in statistics and actual application techniques” shall be entered.

The necessity of using statistical products in the class shall be described concretely.

Additionally, the way how the statistical product is to be used in the class, for example, “to explain the actual condition of society, it will be distributed in the class as reference material” shall be described.

(c) Content of the class subject

The content of the class shall be entered.

Material, such as the class syllabus shall be attached separately as needed.

(d) Class hours

The class hours (including the day/s of the week) shall be specified.

(9) All purposes of use of statistical products

The purpose of secondary use of the statistical product in academic research or higher education shall be entered.

Also, when the research findings are released as a publication, or used for other supplemental academic research, all purposes of use shall also be mentioned.

When reporting the content of research that is still in progress and if it is impossible to specify the seminar, workshop, research meeting etc. that are held periodically/irregularly at universities and scientific societies at the time of the request for tailor-made tabulation, examples of what is expected shall be described.

Using statistical products for purposes not mentioned in the request for tailor-made tabulation or not approved is a violation of Article 13 (2) of the Ordinance for Enforcement.

(10) Method of publication

The name of the scientific society/meeting and its activities (limited only to the field of academic research) that the results are scheduled to be released, or the academic journal, bulletin or professional journal (limited to those available to the general public) that the results are scheduled to be published in shall be mentioned.

If it is used for higher education, the plan of publishing the fact that statistical products are used in lectures on the website of the university or on the business report of the university which can be obtained and read by the general public shall be described.

Also, the scheduled publication date for each plan to publicize shall be mentioned.

If the entrusted organization, etc. can receive the thesis etc. and it can be publicized by posting on the entrusted organization's website etc., this method shall be included in the method of publication.

(11) Content and specification of the statistical product described in the publication, etc.

In cases where the entrusted organization, etc. puts restrictions on the content of corresponding tailor-made tabulation, the restricted content shall be mentioned in the publication, etc.

To make the content of the requested statistical product clear, the form of the statistical tables, output form of the result of statistical analysis, details of the algorithms used to produce the statistical product, processes and definitions necessary for tabulation, etc. shall be mentioned in the publication, etc.

In addition, in order to produce the statistical product smoothly, the entrusted organization, etc. shall indicate the sample form, which corresponds to content of the tailor-made tabulation service they provide, and the applicant shall give a description according to the sample form (if it is provided) in the publication, etc.

(12) Date desired for receiving the statistical product and the reason for selection of the date

The date desired for receiving the statistical product and the reason why the applicant needs to obtain it by the said date shall be mentioned.

(13) Method for providing statistical product (medium for provision)

The medium for provision of the statistical product when it is provided shall be mentioned by selecting it from those provided in Article 13 (1) (ii) of the Order for Enforcement or as well as by e-mail or downloading if the entrusted organization, etc. is practicing such methods of provision.

The requesting form shall have a multiple-choice format for easy entry.

The entrusted organization etc. can select the medium voluntarily from those provided in Article 13 (1) (ii) of the Order for Enforcement. (It is possible for the entrusted organization, etc. to exclude the medium which no service is planned for.)

(14) Request for provision by mail

The applicant shall mention whether he/she desires to receive the data by mail. The provision via communication lines such as the Internet is possible for tailor-made tabulation.

(15) Other necessary matters

In deciding the manual and form for processing, the entrusted organization, etc. shall determine the matters considered to be especially important as required based on the notification of the MIC, and specify the document required for the assessment of the request of tailor-made tabulation and for practical works providing statistical products based on Article 11 (1) of the Ordinance for Enforcement.

(Example)

- The fact that the research is receiving public funding --- (7)(b)
- A list of books/theses written by the applicant--- (7)(c)

<< Example of documents that support the value or necessity of the academic research >>

- A document that proves the fact the applicant belongs to or is registered in an organization,
(Certification of employment at the academic research institute, higher education institute, etc.)
- A document that proves that the research is receiving public funding for research etc.,
- A list of books/theses written by the applicant and other user(s)

<<Example of documents necessary for the production of statistics, etc.>>

- A program used for tabulation of questionnaire information in a language designated by the entrusted organization, etc.
- Constant data (*)

(Note (*)) Constant data: A part of data consisting of a collection of information, which is of certain value and required by the program for processing. By preparing an interface that can be integrated in the program in advance, changes can be made easily without changing the program.

Example: Municipal code numbers of the subject municipalities (standard local codes)

7) Timeframe for Accepting Requests for Tailor-Made Tabulation

Entrusted organizations, etc. may set a timeframe in which it accepts requests for tailor-made tabulation from the viewpoint of improving efficiency of works for accepting requests, providing statistical products and their systematic implementation and the viewpoint of workload fluctuation adjustment, etc.

When timeframe for accepting is set, the schedule shall be publicized in the website, etc., in the beginning of the fiscal year. (Related to section: No. 4)

Additionally, the head of the entrusted organization, etc. decides on the language used for the organization's acceptance procedures by considering its resources.

8) Department in Charge of the Acceptance/Assessment of Request for Tailor-made tabulation, etc.

It is desirable that the entrusted organization, etc. designates its unified contact point, which handles works for accepting requests for tailor-made tabulation and proceeds with the affairs of assessment, notification and provision, etc. based on the allocated roles, which were determined in advance with related divisions that actually produces the requested statistics. (When no unified contact point is designated, each division in charge of the each tailor-made tabulation handles all administrative affairs. The same shall apply hereinafter.)

9) Identity Verification

(1) In case the applicant is an individual

Based on Article 11 (2) of the Ordinance for Enforcement, the entrusted organization, etc. conducts identification checks by requesting the applicant and his/her agent to show their identification issued by government or municipal offices valid on the day the request is made, such as a driver's license, public health insurance card, basic resident register card, foreigner's resident card and foreigner's special permanent resident certification.

When a foreigner living out of Japan submits a request, the identification check is implemented using material deemed as sufficient to identify the person, such as a passport or a driver's license issued by the foreign government.

When the identification is shown, a copy is made at the contact point and handled as one of documents related to the request for tailor-made tabulation.

When the request for tailor-made tabulation is sent by mail, submitting a copy of a driver's license, etc. (*) shall be accepted.

(Note(*)) Regarding the application of the provision of the Ordinance for Enforcement, which mentions "other documents sufficient to prove the identification of these people (the applicant and its agent)", when a request is submitted by mail, a copy of a driver's license, public health

insurance card, basic resident register card, foreigner's resident card and foreigner's special permanent resident certification, etc. that are valid on the day the request is made are included.

(2) In case the applicant is a corporation or other body

When a corporation or other body in Japan makes a request for tailor-made tabulation and its representative or manager is appointed, the certificate of its registered matters or certificate with its registered seal issued within 6 months before the date the request is made as well as the documents concerning its representative or manager in (1) above shall be submitted or presented.

When a company or other body out of Japan makes a request for tailor-made tabulation, a certificate which substitutes a certificate of registration for corporations issued by Japanese government and is issued by the national organ of the foreign country which it is shall be submitted or presented.

10) Means to Submit Request for Tailor-Made Tabulation

A request for tailor-made tabulation, etc. shall be submitted directly or by mail to the contact point of the entrusted organization, etc. by the applicant or the agent.

No.7 Assessment of Request for Tailor-Made Tabulation

1) The Assessment Body

The entrusted organization, etc. implements the assessment of request.

In the case of an entrusted incorporated administrative agency, etc. outsourced related works by the entrusted organization implements an assessment based on Article 37 of the Act, the agency shall implement assessment consulting with the entrusted organization as required.

2) General Rules

Based on Article 10 of the Ordinance for Enforcement, tailor-made tabulation can be provided when the use of statistical products by it is considered to contribute the development of academic research or the development of higher education and fulfill both of the following requirements:

- (1) The direct purpose is to use the statistical products for academic research or higher education.
- (2) The results of the academic research or the content of the higher education is publicized to provide feedback to society.

Therefore, the entrusted organization, etc. assesses (a) whether or not the purpose agrees with Article 10 of the Ordinance for Enforcement and (b) whether or not the results of academic research or the content of the higher education will be publicized to provide feedback to society, etc. based on the entries in the request for tailor-made tabulation and attached documents.

Additionally, a request for tailor-made tabulation shall not be approved to a person who is being penalized based on "No.17 Management of Inappropriate Use of Statistical Products."

3) Criteria of Assessment

(1) Confirmation of the fulfillment of requirement regarding the purpose of academic research

(a) In case of the applicant belongs to a university or an institute for academic research

When a professor, associate professor, lecturer, assistant professor, post doctoral researcher, graduate student, etc. belonging to a university or research institute, etc. carries out activities for academic research requests for conducting an academic research and its results are publicized/fed back to society in the form of a research paper, it will be recognized that the requirement is fulfilled.

(b) In case of the applicant is other than (a) above

Even when a person who belongs to a commercial company conducts research as a part of business activities, in case of the purpose of its activity is for academic research and the research result is fed back to society in the form of an academic thesis, etc., the requirement is recognized to be fulfilled.

Also, in case that, even though a part of the purpose of research is profit-making, main purpose is for research and the research result is used for profit-making secondary, (such as the case that, after the research result is fed back to society in the form of academic thesis or result of analysis, the publicized results will be used for business), the requirement is recognized to be fulfilled.

However, in case that the direct purpose of the use of the said research results is to use them as material for business operations within the organization of a corporation, etc. or to use them as basic material for reports to customers, it shall be considered that the requirement is not fulfilled.

(2) Confirmation of the fulfillment of requirements regarding the purpose of higher education

In principle, requests are limited to those by higher education institutes themselves or instructors belonging them, and it is assumed that a request from any other kind of institute/person will not occur.

As usage, it is expected that the statistical products will be used in higher education, such as lectures, etc. (including cases where an instructor would give advice for an undergraduate or master's thesis).

(3) Name, date of birth, addresses, department, position, contact information of the applicant

Matters described in 3)-(1) above shall be verified with the department, position and others mentioned.

Also, the contents of the entry and the documents for identification required to submit or present in Article 11 (2) of the Ordinance for Enforcement and No.6 – 9) of these guidelines need to be identical.

(4) Name and address of the corporation or other body (when a corporation or other body makes a request)

When the applicant is a corporation or other body, it shall be judged from their name, management organization and other related documents, etc. whether it is an organization mainly for academic research or a commercial organization, etc.

Also, the contents of the entry and the documents for identification of the corporation, etc. required to be submitted or presented in Article 11 (2) of the Ordinance for Enforcement and No.6 – 9) of these guidelines need to be identical.

(5) Name, date of birth, and address of the agent (when the agent makes a request for provision)

When an agent is mentioned and he/she makes the request for tailor-made tabulation, the contents of the entry and the documents for identification required to submit or present in Article 11 (2) of the Ordinance for Enforcement and No.6-9) of these guidelines need to be identical.

(6) Title and year, etc. of the statistical survey used

Title and year, etc. of the statistical survey, which is publicized as available for tailor-made tabulation, shall be described.

Also, it shall not include the title and year, etc. of the statistical surveys that are considered to be unnecessary when they are matched with the content of the academic research or the content of the lecture, etc.

(7) Direct purpose of use

It is necessary to verify that the direct purpose of use is either academic research or higher education, and does not contradict the contents of the following (8)-(11).

In particular, in regards to the relationship with the content of (11), when it involves with paying and receiving money like sales, and the purpose of use is obviously for profit-making, it shall not be approved even if it states that the direct purpose of use is either academic research or higher education.

(8) Names of the higher education institute, its faculty/department (when the direct purpose of use is higher education)

When the direct purpose of use is higher education, the names of the higher education institute and its faculty/department need to be mentioned.

In this case, it is necessary to be secured that the institute and its faculty/department mentioned actually exist and that they are in consistency with that the applicant belongs.

(9) Name and content of the academic research, etc. (when the direct purpose of use is academic research)

(a) Name and necessity of the academic research

Assessment does not evaluate the importance or usefulness of the said academic research, but its public benefit needs to be recognized. In other words, it needs to be considered as appropriate under socially accepted conventions.

(b) Content of the academic research

Content of the statistical products requested needs to be considered appropriate for the content of the academic research.

(10) Name and content of the class subject (when the direct purpose of use is higher education)

The class subject needs to be approved as a regular class subject at the higher education institute where the statistical product is actually used.

Supplementary classes that a professor holds personally are not recognized as higher educational activities of the institute.

The necessity to use the statistical product for the said class subject shall be recognized, and the use has to be consistent with the content of the class subject.

(11) All purposes of the use of statistical product

All concrete purposes of the use for academic research or higher education must be entered and not contradictory to the “direct purpose of use.”

Also, since publication or dissemination of the product is included in the purpose of use, at least, it needs to mention about its publication.

Moreover, if there is an entry of purpose of use that seem to be profit making, it is the precondition that such use occurs after the publication of the research result or the content of higher education in order to acknowledge that “the direct purpose is to be used for academic research or higher education”; therefore, the chronological order of those events shall be confirmed.

(12) Method of publication

In case of academic research, the result needs to be scheduled for publication in a form of research paper. In case of higher education, the content needs to be scheduled for publication.

Also, it is necessary that the date of the scheduled publication is indicated and the date is consistent with the period of use.

(13) Content and specification of the production of statistics pertaining to a request for tailor-made tabulation, etc.

(i) Clarification of the contents, etc.

It is necessary that the detail of the objective, statistical product, can be understood clearly by entrusted organization, etc. and the process can be decided. Therefore, entrusted organization, etc. needs to request the applicant for explanation and correction about the points that are not clear or ambiguous based on Article 11 (3) of the Ordinance for Enforcement so that the entries do not cause any difference in understanding on both sides.

(ii) Assessment

When entrusted organization, etc. sets limit on the tailor-made tabulation it handles, a request of tailor-made tabulation shall be in the range with a consideration to the limit.

In addition to the determination of content and specification through the process described in (13)-(i), their work load and details shall be acceptable and manageable for the entrusted organization, etc. Judging from the relation to its regular work operation, its system, the desirable date to receive the statistical product and so on.

If a part of work necessary for a tailor-made tabulation request is entrusted to a private entity by the entrusted organization, etc. its acceptance by one of the private entities needs to be certain.

(14) Desirable date to receive statistical product and its reason for selecting the data

It is necessary that the desirable date to receive the product is proper for the purpose and the way of use, and it is acceptable and manageable for the entrusted organization, etc. judging from the content and specification of the statistical product.

If a part of work necessary for a tailor-made tabulation request is entrusted to a private entity by the entrusted organization, etc. its acceptance by one of the private entities needs to be certain judging from the content and specification of the statistical product and the desirable date to receive the product.

(15) Method for providing statistical product (medium for provision)

It needs to be a medium or method that entrusted organization, etc. can actually provide.

(16) Request for provision by mail

Whether the applicant wants to request for provision by mail or not needs to be mentioned.

(17) Other necessary matters

If there is any items for assessment set by the entrusted organization, etc. other than (1)-(16), a request shall fulfill its criteria of assessment for approval.

4) Correction and Re-submission of the Request for Tailor-Made Tabulation

When the content of the request for tailor-made tabulation or attached material is unsatisfactory, the entrusted organization, etc. shall request the applicant to correct and re-submit it based on Article 11 (3) of the Ordinance for Enforcement.

No.8 Computation of the Fee

1) Basic Principle

(1) Settlement of the amount of fee

Based on Article 12 (1) of the Ordinance for Enforcement, entrusted organization, etc. shall estimate and notice in advance the amount of fee in accordance with the requested detail in production of statistics and the specification attached. The amount of fee indicated to the applicant in the notice of acceptance shall be settled as the decided amount of fee.

Therefore, though it is expected that, after the fee is paid, the actual cost and the paid fee maybe found different due to such as the difference between the actual time required to process (hereinafter referred to as “man-hour.”) and the estimate, the difference between the cost for entrusting by tender to the private entity and the estimate, the difference shall not be repaid or billed additionally.

However, it shall not apply when there is a mistake on the indicated amount of the fee itself.

(2) Principle of notification of fee before contract agreement

Article 13 (1) (i) of the Ordinance for Enforcement provides the unit price of the fee per 1 man-hour and does not clarify the total cost of the fee required for a production of statistics for each request of tailor-made tabulation.

Therefore, when entrusted organization, etc. indicates the amount of the fee to the applicant by the notice of acceptance as described in (1) above and accepts a letter of request submitted by the applicant, who confirmed the said amount of the fee, the contract shall reaches an agreement.

2) Public Notification Based on the Article 13 (1) (iv) of the Order for Enforcement

Article 13 (1) of the Order for Enforcement allows to add (a) fees that correspond to the man-hours required for the staff of the entrusted organization, etc. to produce the said statistics, (b) cost for the medium that house/print the statistical product, (c) cost for shipping and the amount the administrative organ has provided based on (iv) of Article 13 (1) of the Order for Enforcement as a cost required to produce the said statistical product by notification in advance.

Based on this provision, depending on the content of the service like production of the statistics to provide etc., an administrative organ, if necessary, shall set an appropriate notification that considers necessary cost referring the following example 1 through 3.

If no notification is set, additions except the cost based on Article 13 (1) (i) – (iii) of the Order for Enforcement is not allowed.

(Example 1) In a case that software is purchased or developed by the staff in advance to provide service, such as production of statistics.

When software is (was) purchased or developed by entrusted organization, etc. in advance to provide the service, such as production of statistics, the entrusted organization, etc. needs to recover its cost from the applicant.

In this case, it is anticipated that the cost to purchase or develop the software is divided by the number of statistical products expected in the term of its depreciation, and that its divided cost is set beforehand as an additional one.

(Sample)

- For producing statistics etc. with <Name of the software>, XX yen per 1 statistic table

(Example 2) In a case that the work is entrusted to external system engineer etc. to provide service, such as production of statistics

Along with the existing entrusted work not for a request, other service, such as production of statistics for a request, may be entrusted to an external system engineer, etc. to develop a system for a requested production of statistics.

In this case, hourly wage rate of the system engineer etc. is assumed different from the rate of man-hour of the staff at entrusted organization, etc.; therefore, the hourly wage etc. of the system engineer, who implements the work of the contract, may be determined as follows in advance.

(Sample)

- XX yen per hour for hours required to develop a system for production of statistics, etc.
- XX yen per ks (kilo steps) for development scale required to develop a system for production of statistics, etc.

(Example 3) In a case that the work is entrusted to private entity

There may be a case that implementation of service, such as production of statistics, is re-entrusted to a private entity.

For example, it is anticipated that, at the beginning of the fiscal year, entrusted organization, etc. may make a contract in advance with a private entity on the unit price per statistical table categorized beforehand so that every time the private entity responds to the request, therefore, the private entity provides the requested tailor-made tabulation service for the given price.

(Sample)

- YY yen per statistical table using XXXX.

Article 13 (1) (iv) of the Order for Enforcement requires to set concrete price in advance as shown in the Example 1 through 3 above. However, it is anticipated that the amount of the fee described in 13 (1) (i) may be available only when the specification of the product is indicated to the private entity.

Considering such situation, in a case that indication of concrete price in advance is impossible due to unavoidable circumstances based on the specific characteristics of the statistical product in the course of expanding tailor-made tabulation service, it is also possible to provide an amount that the head of entrusted organization, etc. indicates as a cost for entrusting private entity before making the contract with the applicant etc.

Additionally, since entrusted incorporated administrative agency, etc. will receive payment of the fee computed based on the unit price set for the fee under Article 13 (1) (i) – (iii) of the Order for Enforcement and the unit price for the fee set by the administrative organ, which outsourced the work, based on (iv) of the Article 13 (1) of the Order for Enforcement in consideration of the process at the entrusted incorporated administrative agency, etc., when the administrative organ needs to develop the regulation based on (iv) of the Article, preparation needs to be made on the said provisions after consulting with each other.

3) Computation of Man-Hour

(a) Basic work hour

Basic work hour required for work process such as the approval, product provision, etc. necessary for implementation of tailor-made tabulation is considered to be the same as what is required for anonymized data provision and computed as 19 minutes.

Also, man-hour subject to computation is the one used for work process after the request is submitted. The man-hour for administrative procedures before the stage, such as consultation and assessment, are not included in the computation.

(b) Hours to produce statistics, etc. (man-hour of the staff)

Required man-hour for operation necessary to produce requested statistics, such as for tabulation design, system engineering, calculation, concealment and review of the result, shall be estimated based on the record and experience of existing statistical production while responding to the characteristics of each statistical survey.

If the operation is entrusted to a private entity, the man-hour that normally occurs, for procurement, product inspection, etc. shall be included in the computation.

At the initial stage, where there is no record accumulated for requests, man-hour calculated with a certain model may be used as a reference.

4) Computation of Fees

The fee for an individual request of statistical products is computed after the request is determined as acceptable by the assessment of the request for tailor-made tabulation, etc.

The estimate is computed by adding all of the following (i) through (iv) based on Article 13 (1) of the Order for Enforcement.

- (i) The amount calculated by multiplying man-hours needed (Sum of the basic administrative work hour described in 3-(a) and hours to produce statistics, etc. described in 3-(b). (unit: man-hour)) with the unit price, 5,900 yen.
- (ii) The cost for the medium that the result is output for provision
 - Paper 10 yen per sheet times number of sheets required
 - FD 50 yen per disc times number of discs required
 - CD-R 100 yen per disc times number of discs required
 - DVD-R 120 yen per disc times number of discs required
- (iii) Shipping cost when the applicant request for provision by mail
- (iv) Amount determined by the head of administrative organ (Amount determined in No.5, No.8-2. If the unit price is set, the amount is calculated by multiplying the unit price with required man-hours.)

Moreover, provision via communication line, such as internet, by email is possible for statistical product in Article 34 of the Act (in this case, costs in (ii) and (iii) are omitted).

5) Points to be Considered in Computation of Fees, etc.

(1) Securing the fairness of fees

When the request is accepted for the same statistical product pertaining to the same statistical survey of the same year etc., from the viewpoint of securing the fairness of fees for the same statistical products, the amount of the fee for the entrustment shall

be the same as the amount presented before as a fee for the same said statistical product.

Therefore, in the calculation of the fee for tailor-made tabulation, if the demand for the statistical products pertaining to the same statistical survey of the same year is predictable, in principle, the cost is calculated on a per capita basis before the computation of the fee.

However, when it is difficult to predict the number of demand, assume the number of demand to one.

(2) General rule when entrusted to private entity

When the service of producing statistics, etc. is entrusted to a private entity, the order is placed from the entrusted organization, etc. after the fee is paid. Even if the service is not accepted by a private entity, it cannot be the excuse to cancel the tailor-made tabulation.

Therefore, entrusted organization, etc. shall approve requests when there is a private entity that can accept the order and set the projected price that ensures the execution of the contract.

No.9 Notification of Assessment Results, etc.

The entrusted organization, etc. shall notify the applicant the result of assessment of request for tailor-made tabulation in writing within 21 days from the date the request is received based on Article 12 (1) of the Ordinance for Enforcement.

(1) When the entrusted organization, etc. accepts the request for tailor-made tabulation

The entrusted organization, etc. shall notify the applicant of the acceptance including the following items in the form it determined by referring to Appended Form 2.

- Statement of acceptance of the request for tailor-made tabulation and the fact that the tailor-made tabulation will be taking place.
- Name of the statistical product (statistics to be produced or the statistical research) (Determined and notified by the entrusted organization, etc.)
- Amount of fee
- Method of payment
- Due date of the payment
- Scheduled date of the product provision (It can be set as XX days after payment is received, etc.)
- Other matters that the entrusted organization, etc. considers necessary.
- The fact that the paid fee will not be refunded after received.

Also, letter of request provided in the MIC Notification (Appended Form 4-1, 2) and a document necessary for contracting (a contract) that the entrusted organization, etc. determines by referring to Appended Form 5 are indicated to the applicant.

The name of the statistical product is determined, such as “XX Survey (20YY) Special Tabulation,” by the entrusted organization, etc. at its own discretion.

- (2) When the entrusted organization, etc. does not accept a request for tailor-made tabulation

The entrusted organization, etc. shall notify the applicant of the notification of non-acceptance including the reason of non-acceptance in the form it determined by referring to Appended Form 3.

<p>No. 10 Submission of the Letter of Request for Tailor-Made Tabulation and Payment of the Fee</p>
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1) Submission of the Letter of Request

Once the request is assessed as acceptable, the applicant submits to the entrusted organization, etc. a letter of request provided in the MIC Notification based on Article 13 of the Order for Enforcement and Article 12 (2) of the Ordinance for Enforcement and attaches to it two contract documents required for contract with signature or name and seal, (written contract), which the entrusted organization, etc. provides using Appended Form 5 as reference.

Based on the provisions of the Stamp Tax Act, when the contract amount exceeds ten thousand yen, the applicant needs to affix a revenue stamp that corresponds to the contract amount (the amount of the fee to pay) in addition to the fee on one of the two contract documents.

2) Payment of the Fee

Applicant shall pay the notified amount of fee by the notified specified method which is shown in the notification of acceptance from the entrusted organization, etc. described in No.9.

(1) Payment by Revenue Stamp

Applicant shall make a payment by affixing revenue stamps in the amount of the fee notified from the administrative organ in the letter of request and submitting it.

The administrative organ verifies that the amount of the revenue stamp agrees with the notified amount of fee and postmarks it promptly when the provision of statistical product becomes certain.

It is desirable that the postmark on the revenue stamp is made not written with a pencil to ensure that the value can be confirmed and the stamp cannot be detached or used again, and that the mark is on both the letter of request and the revenue stamp, which should have a perforated edge.

The letter of request with revenue stamp is kept for the period based on the administrative organ's regulation on the management of documents.

Also, every fiscal year, the amount of payment is reported for the subject year in response to the request of report on the result from the MOF (the Budget Bureau, General Affairs Division, Revenue/ National Government Bond Section) through each accounts division of the Ministry.

(2) Payment by Cash

The entrusted organization, etc. sends a notice of payment with the notification indicated in “No.9 Notification of Assessment Result etc.”, and the applicant uses the notice of payment to pay cash to it.

(3) Reimbursement of the Fee Paid

After the submission of a letter of request and payment of the fee has been completed, when the tailor-made tabulation becomes unavailable for inevitable reasons, if the entrusted organization, etc. has not begun the said work and both the entrusted organization, etc. and the applicant agree mutually, the fee is reimbursed with the following methods. (It is desirable to consult with the accounts officer of Cabinet Office or each Ministry about the said procedure and confirm it in advance.)

(a) When paid with revenue stamp

- (i) If a postmark stamp is not placed, the entrusted organization, etc. returns the letter of request without placing a postmark stamp.
- (ii) If a postmark stamp is placed, the entrusted organization, etc. proceeds with the reimbursement procedure as a compensation reimbursement refund.

(b) When paid by cash

The entrusted organization, etc. proceeds with the reimbursement procedure as a compensation reimbursement refund.

3) Sending the Contract

The entrusted organization, etc. places its signature or name and seal on the two contract documents submitted in 1) above, and sends one of them to the applicant.

4) Copyright

When the contract is being prepared according to 1), 2), 3) above, a statement that the applicant will not claim the copyright on the statistical product must be written in the written contract document.

5) Protection of Confidentiality

Details of the academic research and specification of the tabulation, etc. can be a confidential matter for the researchers until their publication. Therefore, the entrusted organization, etc. treats the contents of the submitted documents, etc. as secret information until it receives the report of usage.

However, based on Article 55 of the Act, it shall not apply when responding to the request of report from the Minister for Internal Affairs and Communications.

When the entrusted organization, etc. posts the content of the submitted documents, etc. on its website before receiving the report of usage, the entrusted organization, etc. shall obtain consent from the applicant.

No. 11 Production of Statistics

1) Production of Statistics

When the entrusted organization, etc. produces statistics, etc. based on the content of statistical production and specification, etc. written in the request for tailor-made tabulation, if there is any obscure point in producing the statistics, the entrusted organization, etc. proceeds with the process as inquiring and confirming with the applicant, etc. the details of obscure points.

2) In Case the Work is Outsourced to a Private Entity

When a part of operation is entrusted to a private entity, the entrusted organization, etc. implements the operation based on the contents of No.3 - 2(2) and No.13 – 2 regarding the protection of confidentiality, etc.

3) Review and Concealment of Statistical Product

Regarding the statistical product, the entrusted organization, etc. shall review the details of results and use concealment measures before provision so that it becomes impossible to specify or deduce with analogy the individual survey subjects, etc.

No.12 Provision of Statistical Products

1) Time of Provision

The entrusted organization, etc. provides the product promptly within the scheduled period of provision indicated in the notification of approval mentioned in No.9. When a delay of provision is expected due to an inevitable reason, the entrusted organization, etc. shall notify it to the applicant promptly and discuss with the applicant.

2) Contact Point for Provision

Statistical product is provided to the applicant from the contact point for provision at the entrusted organization, etc. by the method written in the request for tailor-made tabulation.

If the statistical product is delivered via email, etc., the product shall be encoded and provided with a password etc. for protection.

3) In Case an Error is Found in the Statistical Product

When an error is found in the statistical product, the entrusted organization, etc. and applicant shall make contact with each other to find the cause of the error, and decide how to manage the situation through discussion.

No.13 Points to be Considered When Production of Statistics is Outsourced

1) In Case Where All Works for Statistics Provision are Outsourced Based on Article 37 of the Act

The entrusted incorporated administrative agency, etc. shall notify the applicant of the assessment result concerning the request for tailor-made tabulation and report this fact to the consignor (related entrusted organization, etc.).

The entrusted incorporated administrative agency, etc. and entrusted organization, which entrusts all the work of statistics provision to the entrusted incorporated

administrative agency, etc., shall make arrangements in advance about the timing and the content, etc. of the report from the entrusted incorporated administrative agency, etc. to the said entrusted organization.

2) In Case Part of Tailor-Made Tabulation Work is Outsourced to a Private Entity

When a part of tailor-made tabulation work is outsourced to a private entity, the work shall be conducted in line with the provisions for the case when an entrusted organization, etc. makes an outsourcing contract with a private entity for management of questionnaire information. The private entity needs to submit a written oath regarding confidentiality protection and appropriate management thoroughly complying with laws and regulations, as well as decide on contact terms regarding how to manage questionnaire information, etc. based on the “Guidelines for Management of Questionnaire Information and Counter Measures for Its Leakage, etc.” (February 6, 2009; decision of Director-General for Policy Planning (Statistical Standards), MIC) and the “Guidelines for Utilization of Private Entities for Statistical Surveys” (March 31, 2005; agreed upon at the Meeting of the Chiefs of Statistics Director-General Section in Cabinet Office and Ministries).

Additionally, when accepting a request for tailor-made tabulation on the premise of outsourcing part of the work to a private entity, it shall be done only when it is certain that one of the private entities will accept the work.

To prevent non-provision of tailor-made tabulation due to the lack of a successful bidder of its work after the fee is paid, the entrusted organization, etc. shall take such measures as calling for bid again and issuing a no-bid contract after the fail of competing bid.

No.14 In Case a Change Occurs in the Requested Item

When a change occurs in the items on the request for tailor-made tabulation after the request was accepted by the entrusted organization, etc., and it is due to the change of circumstances of the applicant, it shall be managed as follows.

1) Minor Change (Change of position, contact information, name, etc. due to a personnel reshuffle and so on.)

When a change of position, contact information, name, etc. of the applicant due to a personnel reshuffle and so on, which do not seem to affect the process for producing statistics or the purpose and conditions of use approved by the entrusted organization, etc., the applicant shall enter the changed items in the notification form of change of position, etc. that the entrusted organization, etc. provides using the Appended Form 6 as reference, and submit it to the entrusted organization, etc. immediately.

2) Change of the Content or Specification of the Statistics to Be Produced

In principle, when a change affects the process for producing statistics, etc., the said change is not approved. However, when the entrusted organization, etc. can deal with

such change, the change can be made after the discussion between the applicant and entrusted organization, etc.

When a change will be made according to an agreement between the entrusted organization, etc. and the applicant, the applicant shall submit a request of change in writing and the entrusted organization, etc. notifies the applicant of the following according to No.9 (1):

- Statement of acceptance on the change of specification
- Amount of any additional fee to pay
- Method of payment
- Deadline of the payment
- Scheduled date of provision after correction according to the change of specification
- The fact that the paid fee will not be refunded after received.

The applicant shall re-submit a letter of request and other material necessary for the change of contract and pay the additional fee necessary for the change.

3) Submission of Request to Add Purpose of Use

When it becomes necessary for an applicant to add a purpose to those that have been approved, the applicant shall describe the additional purpose of use and the reason why it is necessary in the notification form to add purpose of use, which the entrusted organization, etc. provides using Appended Form 7 as reference, and submit it to the entrusted organization, etc.

The entrusted organization, etc. that received the request to add purpose of use, shall assess it based on No. 7-3 (11) and notify the applicant of the result using a notice form of approval to add purpose of use or a notice form of disapproval to add purpose of use, which the entrusted organization, etc. provide a using Appended Form 8 and 9 as reference.

In addition, regarding the assessment after a usage report is submitted, it is not necessary to confirm the order of occurrence in relation to publication.

4) Other Change of Entries in the Request for Tailor-Made Tabulation

To change entries in a request for tailor-made tabulation other than in the items in 1 through 3 above, the applicant shall make a request with a notification form to change the item in the request for tailor-made tabulation, which the entrusted organization, etc. provides using Appended Form 10 as reference.

The entrusted organization, etc. shall assess the related item based on the criteria of assessment in No. 7-3 and notify the applicant of the result with a notice form, which the entrusted organization provides using Appended Form 11 and 12 as reference, of approval or disapproval on the change of entries in request for tailor-made tabulation.

No.15 Restrictions on the Use of Statistical Products

The applicant shall not use or provide a statistical product for any purpose other than the purpose mentioned in the request for tailor-made tabulation based on Article 13 (2) of the Ordinance for Enforcement.

Therefore, if the applicant wishes to use the data for a purpose other than the approved purpose, he/she shall first make a request using the notification to add purpose of use mentioned in No. 14 – 3 to obtain approval from the entrusted organization, etc.

Additionally, once the applicant has publicized a statistical product itself (tables made as tailor-made tabulations, etc.) as accompanying material for the publication of the results of academic research or for use in higher education according to the purpose of use, the said statistical product becomes available for use by the general public, just like the products publicized as official statistics, so the use by the applicant after publication is also considered as the use of published statistics; therefore, there is no need to obtain further approval from the entrusted organization, etc. above.

No.16 Publication of Research Results by the Applicant

1) Publication of Research Results

An applicant shall publicize the research results or the content of higher education performed using statistical products at the time and by the method mentioned in the request for tailor-made tabulation.

In the said publication, the applicant shall clearly indicate that the performance was based on the statistical products and that such products are different from the statistics the entrusted organization, etc. officially produces and publicizes.

(Sample: This is based on the statistical products produced by tailor-made tabulation regarding “XX Survey” (Ministry of YY) provided by Ministry of YY (or the entrusted incorporated administrative agency, National Statistics Center).)

When publication by any method indicated in the request for tailor-made tabulation cannot be executed because, although the applicant planned to publicize the results, etc. in a journal of a scientific society, the results, etc. did not pass the screening, or due to a similar reason, and the applicant is going to publicize the results, etc. by a new method, the applicant shall submit a request to change entries in the request for tailor-made tabulation regarding the new publication method, etc. and make the publication.

After the publication, the applicant shall report the usage in the usage report (Appended Form 13 - 1, 2) provided in the notification of MIC.

2) Management in Cases where the Results Cannot Be Publicized

When the results of academic research cannot be publicized due to the death of the applicant, dissolution of the corporate body, cancellation of research plan, or a similar reason, the outline of the research and the reason that the results cannot be publicized shall be reported to the entrusted organization, etc. with the usage report.

No.17 Countermeasures against of Inappropriate Use of Statistical Products

1) Prohibition of Use Other Than Intended Purpose under Article 13 (2), of the Ordinance for Enforcement

Article 13 (2), of the Ordinance for Enforcement provides that “An applicant who received a statistical product may not use or offer the said statistical product for any purpose other than the purpose provided in Article 11 (1) (vi), of the Ordinance for Enforcement. However, this shall not apply when the applicant has obtained consent from the head of the administrative organ or from the entrusted incorporated administrative agency that provided the said statistical product.” This provision prohibits the applicant from using the product for any purpose other than the purposes mentioned in the request for tailor-made tabulation.

2) Coordination of Director-General for Policy Planning (Statistical Standards), MIC and Other Entrusted Organization, etc.

When the entrusted organization, etc. has judged that an applicant has committed a violation of Article 13 (2), of the Ordinance for Enforcement or other contracts and is determined to impose a penalty, such as setting a period for suspension of use, or in other cases it considers necessary, the entrusted organization, etc. reports the fact to Director-General for Policy Planning (Statistical Standards), MIC.

Also, a report to the MIC pertaining to an individual operation that was entrusted to an entrusted incorporated administrative agency shall be made through the entrusted organization that entrusted the said operation to the entrusted incorporated administrative agency (related section: No.3 – 4 (1)).

When the MIC receives a report related to violation from the entrusted organization, etc., it provides information regarding the report and penalty to other entrusted organizations, etc. and takes necessary measures so that the same suspension period of use is enforced at all entrusted organizations, etc.

3) Breach of Contract

(1) Contents of violations

The entrusted organization, etc. shall take action against a person/entity who used a statistical product of tailor-made tabulation for a purpose other than the approved purpose, committed another legal violation, breached a contract, or committed an act that betrays the trust of the people, in coordination with the MIC and other entrusted organizations, etc., in accordance with the details of the breach.

(2) Contents of responses

- (i) Upon finding the presence of actions that utilize the statistical product of tailor-made tabulation for a purpose other than the approved purpose in violation of a law or in breach of a contract, or in violation of another law or in breach of another contract, or actions that betray the trust of the people, the entrusted organization, etc. shall contact the applicant promptly and request it to take corrective measures, such as discontinuation of the use for other purposes, and report to the MIC about the contents of violation and the status of the measures taken.
- (ii) When the MIC has received a report regarding (i) above from the entrusted organization, etc., it shall make the said information known to all other entrusted organizations, etc. promptly.

- (iii) When other entrusted organization, etc. receive the above information from the MIC, they shall check the record of provision of other statistical products to the violator/the same applicant. If they find that they are providing the violator /the same applicant questionnaire information based on Article 33 of the Act or anonymized data based on Article 36 of the Act, they shall check the status of use, etc. promptly.
- (iv) Regarding the actions that utilize the statistical product of tailor-made tabulation for a purpose other than the approved purpose, or in another violation of law, in a breach of contract, or actions that betray the trust of the people, the entrusted organization, etc. shall take measures listed below and report the status of the measures taken to the MIC.
 - (a) When an applicant used the product for other purposes

In cases where tailor-made tabulation is entrusted to a private entity and it uses the product for a purpose other than the approved purpose, such action falls under a legal violation that severely impairs the people's confidence in the system. In this case, the consignment of works for tailor-made tabulation to the private entity is prohibited for some months as the designation-suspension period. In reference to this measure, the entrusted organization, etc. shall set the designation-suspension period of tailor-made tabulation request from the violator at about 1-12 months.

During the said period of prohibition, the provision of other questionnaire information based on Article 33 of the Act and provision of anonymized data based on Article 36 of the Act are also suspended.
 - (b) Others

A prohibition against submitting a request for tailor-made tabulation is imposed on the applicant who committed a violation of law, a breach of contract, or actions that betray the trust of the people, referring to (a) above, and the designation of entrustment, etc. is suspended.

During the said period, the provision of other questionnaire information and the provision of anonymized data based on Article 36 of the Act are also suspended.
- (v) When the MIC receives the report mentioned in (iv) above, it shall promptly make the said information known to all other entrusted organizations, etc., and the other entrusted organizations, etc. shall take the measures described in (iv) above.

4) Coordination with Other Systems

Regarding the provision of questionnaire information based on Article 33 of the Act and provision of anonymized data based on the Article 36 of the Act, when measures that prohibit provision, etc. are in effect, a request for tailor-made tabulation is not accepted during such period.

5) Application of the Whistleblower Protection Act

The Act is subject to the Whistleblower Protection Act (Act No. 122 of 2004), and when a worker reports an act of violation, the said worker is protected from disadvantageous treatment, such as dismissal, based on the Whistleblower Protection Act.

Administrative organs (*) shall take appropriate measures, such as the development of rules and the primary contact point, based on the Whistleblower Protection Act and related guidelines, etc.

* Be aware that incorporated administrative agencies are not included in the “administrative organs” stipulated in Article 2 (4) of the Whistleblower Protection Act.

No. 18 Preparation and Submission of Performance Reports

1) Submission of Performance Report, etc.

Based on Article 13 (1) of the Ordinance for Enforcement, an applicant shall report, (a) in the case of the purpose of academic research, an outline of the results promptly after the publication of the result of the said research (within 3 months), or (b) in the case of the purpose of higher education, the implementation situation promptly after the completion of said educational program (within 3 months), using a performance report (Appended Form 13-1, 2) provided by the notification of the MIC.

When the results of academic research cannot be publicized due to an inevitable reason, such as a death of the applicant, dissolution of the corporate body, or cancellation of the research plan, the applicant/related person shall explain the reason in the performance report and submit it.

In addition, based on a request from the Minister for Internal Affairs and Communications based on Article 55 of the Act, the entrusted organization, etc. shall put together the submission record of the reports and the submission record of the requests for tailor-made tabulation report, etc. every 12 months, and report to the MIC.

Moreover, based on Article 14 of the Ordinance for Enforcement, the entrusted organization, etc. shall release items mentioned in the report, such as the applicant’s name and organization, the name of the questionnaire information used and the name of the academic research or higher education, on their website, etc. as needed.

2) Process at the Entrusted Incorporated Administrative Agency, etc.

Reports that the entrusted incorporated administrative agency, etc. receive are reported to the entrusted organization/the consignor that entrusted the work, and the said entrusted organization shall report them to the MIC.

3) Reports from the MIC to the Statistics Commission

The MIC puts together the performance reports submitted by entrusted organizations, etc., reports to the Statistics Commission and publicizes the reports it on the website, etc. as needed. Also, the MIC shall pay attention to the confidentiality of the applicant and manage the information accordingly.

No.19 Effective Term of the Guidelines

These guidelines, revised on August 31, 2012, are in effect from the same day.

[List of Attached Material]

(Appended Form)

Appended Form 1	Request for tailor-made tabulation [Sample form]
Appended Form 2	Notice of approval of the request for tailor-made tabulation [Sample form]
Appended Form 3	Notice of disapproval of the request for tailor-made tabulation [Sample form]
Appended Form 4 - 1, 2	Letter of request
Appended Form 5	Contract for production of statistics by entrustment [Sample form]
Appended Form 6	Report of change of belonging organization [Sample form]
Appended Form 7	Request to add a purpose of statistical product use [Sample form]
Appended Form 8	Notice of approval of the request to add a purpose of statistical product use [Sample form]
Appended Form 9	Notice of disapproval of the request to add a purpose of statistical product use [Sample form]
Appended Form 10	Letter of request to change entries in the request for tailor-made tabulation [Sample form]
Appended Form 11	Notice of approval of the request to change entries in the request for tailor-made tabulation [Sample form]
Appended Form 12	Notice of disapproval of the request to change entries in the request for tailor-made tabulation [Sample form]
Appended Form 13-1, 2	Performance report

(Reference)

Statistics Act (extract)

Order for Enforcement of the Act (extract)

Ordinance for Enforcement of the Act (extract)

(Note) Appendixes (Forms, etc.) are omitted from this report.

For the complete version with appendixes, please go to the website of Ministry of Internal Affairs and Communication (MIC).

(MIC Website: <http://www.stat.go.jp/index/seido/houki.htm>)

* The version on the website is in Japanese only.

Guidelines for Production and Provision of Anonymized Data

Enacted	February 17, 2009
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Decided by	Director-General for Policy Planning (Statistical Standards), MIC

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No.1 Purpose of the Guidelines

The purpose of the Guidelines for Production and Provision of Anonymized Data (hereafter referred to as the “Guidelines”) is to ensure that administrative organs or incorporated administrative agencies, and incorporated administrative agencies entrusted with all work based on Article 37 of the Statistics Act (Act No.53 of 2007; hereafter referred to as the “Act”), can implement the production and provision of anonymized data based on Article 35 and 36 of the Act properly and smoothly by clarifying and standardizing the administrative procedural arrangement.

No. 2 Definitions of Terms

1) Anonymized data

The term “anonymized data” as used in these Guidelines, refers to “questionnaire information that is processed so that no particular individuals or corporations, or other

organizations shall be identified by it (including by way of collating it with other information), for the purpose of providing it for general use” as defined in Article 2 (12) of the Act.

2) Questionnaire information

The term “questionnaire information” as used in these Guidelines, refers to the information stipulated in Article 2 (11) of the Act. In principles, if an administrative organ, etc. host administrative data produced by another organ, the data is not included in the possible data for the hosting organ to provide as anonymized data; otherwise, the hosting organ needs to get permission from the producer to provide the data as anonymized data in advance.

3) Documents

The term “documents” as used in these Guidelines refers to information that provides the detailed description of the anonymized data, such as a data layout form, a code table, methods of anonymizing data, and the characteristics of the data.

4) Administrative organs

The term “administrative organs” as used in these Guidelines refers to administrative organs in charge of work pertaining to Article 35 and 36 of the Act among those provided in Article 2 (1) of the Act.

5) Public organizations

The term “public organizations” as used in these Guidelines refers to public organizations provided in Article 9 of the Ordinance for Enforcement of the Act (Ordinance of MIC No. 145 of 2008; hereafter referred as the “Ordinance for Enforcement”).

6) Incorporated administrative agency, etc.

The term “incorporated administrative agency” as used in these Guidelines refers to organizations in charge of work pertaining to Article 34 of the Act, among those provided in Article 25 of the Act.

7) Entrusted incorporated administrative agency, etc.

The term “entrusted incorporated administrative agency” as used in these Guidelines refers to the incorporated administrative agency provided in Article 12 of the Order of Enforcement of the Act (Order No.334 of 2008; hereafter referred to as the “Order for Enforcement”) and entrusted to handle the entire work according to the provision of Article 37 of the Act.

8) Provider organizations

The term “provider organizations” as used in these Guidelines refers to the “administrative organ” in 4) and the “incorporated administrative agency, etc.” in 6) above.

9) Provider organization, etc.

The term “provider organization, etc.” as used in these Guidelines refers to the “provider organizations” in 8) and the “entrusted incorporated administrative agency, etc.” in 7) above.

10) Foreign government, etc.

The term “foreign government, etc.” as used in these Guidelines refers to a foreign government, etc. provided in Article 13 (3) of the Ordinance for Enforcement, such as an international organization, a foreign government, a foreign local public body, or a foreign central bank.

11) Applicant

The term “applicant” as used in these Guidelines refers to the person who requests the provision of anonymized data based on Article 36 of the Act, Article 13 of the Order for Enforcement and Article 16 of the Ordinance for Enforcement.

12) User

The term “user” as used in these Guidelines means the person who has been provided anonymized data based on Article 36 of the Act and is actually going to use or is using it.

13) Projects to Utilize Statistics for International Comparison

The term “projects to utilize statistics for international comparison” as used in these Guidelines refers to the following activities.

- (1) Activities that an international organization in which Japan is a member conducts in producing statistics making use of anonymized data necessary for international comparison, using the results and providing them to the member countries.
- (2) Activities that an international organization in which Japan is not a member conducts in producing statistics making use of anonymized data necessary for international comparison and disseminating the statistics or the results of statistical analysis necessary for international comparison to the following organizations, etc.
 - Public organization
 - Foreign government, etc.
 - Person who conducts academic research or educates students at a higher education institution using the said results

The international organizations which fall under this category need to be granted or be assured to be granted from two or more foreign governments, etc. access to the questionnaire information (*1) for international comparisons, and also need to be supported or be assured to be supported from public organizations, etc. or two or more foreign government, etc. human resources, finance and facilities.

(*1) This information is limited to the information that is able to be compared with anonymized data, including similar information. Namely the application forms or attached material that is designated by the provider organization, etc. based on Article 16 of the Ordinance for Enforcement and “The

issue of designating the items to be included in the application for tailor-made tabulation, etc. and the form of the application to request pertaining to the production of statistics” (MIC, Notification No. 457 of 2009) by referring to Appended forms 3-1 to 3-3.

14) Computers

The term “computers” as used in these Guidelines refers to information processing devices, such as a server and a personal computer, and peripherals for input and output, etc.

15) Information System

The term “information system” as used in these Guidelines refers to a system pertaining to computer processing, storage or communication for implementation of statistical surveys, tabulation or storage, etc. It also includes a terminal not connected to the network, known as a “stand-alone personal computer.”

No. 3 Basic Principles for Production and Provision of Anonymized Data

1) Development of Manuals for Procedures and Clarification of Institutional Arrangement

Provider organizations, etc. shall develop common manuals of procedures to clarify the specific details of its procedures and to ensure efficient management pertaining to the production and provision of anonymized data based on these Guidelines.

Provider organizations, etc. shall produce anonymized data and develop the documents in conformity with the standardization of notations, etc. that is stated in the “Plan for Optimization of Operations and Systems of Statistical Survey Operations” (decision by a liaison meeting among chief information officers (CIO) of all ministries on March 31, 2006).

The manuals need to specify the institutional arrangements with dividing responsibilities, designate a department in charge of assessing applications to provide anonymized data and describe the council/post which has been newly established to serve smooth provision of anonymized data, as needed.

Additionally, if the provider organizations, etc. entrusts all of their work to provide anonymized data to entrusted incorporated administrative agency, etc., the agency shall develop manuals for procedures, consulting with the provider organization, etc. in developing or revising the manuals in line with the agreement that was made at the time of initiating the contract for entrustment of the entire work.

2) Securing of Confidentiality and Appropriate Management

(1) Measures taken by the provider organization, etc.

When the provider organization, etc. accesses questionnaire information to produce anonymized data, in order to secure trust from respondents of surveys, it shall take necessary measures with reference to the provisions pertaining to the appropriate management of questionnaire information based on Article 39 (1) (i) – (iii) of the Act and provisions pertaining to confidentiality based on Article 41 (1) – (3) of the Act, also in keeping with the “Guidelines Concerning Management of Questionnaire

Information and Measures Against Information Leakage” (February 6, 2009, decision of the Director-General for Policy Planning (Statistical Standards), MIC).

(2) Measures when a provider organization outsources the work of anonymized data and other related matters

When the provider organization outsources the production of anonymized data or outsources a part of the data providing work which involves the access to questionnaire information, such as copying data, the provider organization shall have the outsourced entity take necessary measures with reference to the provisions pertaining to the appropriate management of questionnaire information based on Article 39 (2) of the Act and the provisions pertaining to confidentiality based on Article 41 (4) of the Act. In order for this, when the provider organization contracts with the entity to outsource the work, it shall take measures to ensure the securing of confidentiality and appropriate management by incorporating contract clauses with reference to the “Guidelines Concerning the Management of Questionnaire Information and Measures Against Information Leakage” (February 6, 2009, decision of the Director-General for Policy Planning (Statistical Standards), MIC) and the “Guidelines Concerning Outsourcing Statistical Surveys to Private Entities” (Agreement at a conference among Directors for the statistics management as of March 31, 2005).

(3) Measures to be taken for users

When providing anonymized data, the provider organization shall require all users to submit written declaration ensuring:

- to use the anonymized data only for the production of statistics, etc.;
- to manage the anonymized data appropriately based on Item 2, Article 42 (1) of the Act, and;
- not to use the anonymized data for a purpose other than the ones submitted and approved.

In addition, before providing the data, the provider organization shall clearly indicate in advance that in case of transmission or fraudulent use of the data to obtain illegal profit for the user or a third party, the penal regulations provided in Article 61 (3) of the Act and the terminating of data provision, etc. by provider organizations, etc. would be imposed. (Related section: No. 7-1)

3) Efficient Administrative Procedures

Recognizing that producing and providing anonymized data requires technical knowledge and experience for structuring and testing programme, developing checklists and reviewing, etc., a provider organization shall consider to entrust the work entirely or partially based on Article 37 of the Act as needed and make efforts to develop and accumulate techniques related to anonymized data for the efficient processing.

4) Entrustment to Independent Administrative Agencies Based on Article 37 of the Act

(1) Coordination among entrusted incorporated administrative agencies, etc., the MIC and provider organizations

A provider organization and the incorporated administrative agency, etc. which is entrusted with the work from the said provider organization, shall communicate with each other closely and manage the work efficiently.

Also, the provider organization is required to report to MIC regarding the individual operation that they entrusted with incorporated administrative agency, etc. (Related section: No.17-2, No.18-2)

(2) Change of entrusted incorporated administrative agency, etc.

If there is a party that has not completed the series of procedures set out in Article 36 of the Act before the entrustment of entire work is initiated, changed or terminated based on Article 37 of the Act, the provider organization shall inform the party of the said fact and take necessary measures for smooth administration procedure.

When an entrusted incorporated administrative agency, etc. is changed, the provider organization shall pay attention to the handover of paperwork and coordination so that nothing goes amiss.

No. 4 Publication of Plan Regarding Production and Provision of Anonymized Data

At the beginning of every fiscal year, the provider organization releases the title and year of the statistical survey which is subject to possible provision of anonymized data, a summary of the anonymized data, the period for accepting application and the timing to deliver the data, the procedure for requesting the data, and the schedule to provide data in the coming year. (Related section: No.6-3 and No.7)

No. 5 Production of Anonymized Data

1) Scope of the Statistical Surveys Subject to Production of Anonymized Data

A provider organization should select from amongst their statistical surveys which anonymized data is to be produced and provided taking into account of their suitability to be anonymized and the quantity of user's demand, etc.

Regarding some statistical surveys, which are generally considered difficult to anonymize, such as statistical surveys of which targets are corporations or establishments, a provider organization shall specifically examine the possibility of data anonymizing for individual surveys and, if data anonymization is difficult, it needs to consider entrusting the production of statistics based on Article 34 of the Act to meet the demand.

2) Methods of Anonymizing Data

(1) Points of view about the anonymization process (See Attachment 1)

Provider organizations shall anonymize data by combining the following anonymization methods (see Attachment 2) that are currently used in foreign countries depending on the characteristics of each statistical survey, so that the unit of survey or

unit of statistics (individuals, households, establishments, etc.) will not be stipulated or assumed.

- Deletion of identifying information
- Re-sorting of anonymized data (change of the arrangement order)
- Top (bottom) coding of identifying information
- Grouping (re-coding) of identifying information
- Re-sampling
- Swapping
- Perturbation

As for fundamental statistical surveys, provider organizations should submit documents that describe the concrete methods to the Statistics Commission, and disseminate it along with the information listed in No.6–3, according to the need, or provide to the user when anonymous data is provided.

(2) Standards for anonymization

It is difficult to set a uniform standard for anonymization because the characteristics of questionnaire information are unique to each statistical survey.

Therefore, provider organizations shall provide values that become standards for anonymization, taking the characteristics of each statistical survey to be anonymized into consideration and referring to the example case of trial provision of anonymized sample data from Hitotsubashi University and similar cases by other statistical organizations overseas, etc., for example, the lowest value must be more than 2.

The standards used in the trial on anonymizing data from statistical surveys of individuals/households by Hitotsubashi University are shown in Attachment 3, the “Standards for anonymization process.”

No. 6 Procedure for Anonymizing Data

1) Assessment of Anonymization Process

(1) Checklist

A provider organization shall prepare a checklist, which includes an item to describe the methods to anonymize data, etc., for each anonymized data to be produced in order to ensure efficient and effective assessment of the anonymization process by the provider organization and the Statistics Commission (See Appended form 1 and 2).

(2) Assessment by the provider organization

A provider organization shall establish an institutional arrangement to assess the anonymization process, etc. and shall assess the appropriateness, etc. of the anonymization process by checking the distribution derived from a statistical table based on the checklist prepared in (1), etc.

2) Consultation with the Statistics Commission

When an administrative organ produces anonymized data of a fundamental statistical survey, it needs to consult with the Statistics Commission in advance based on Article 35 (2) of the Act.

Giving consideration to when the data will begin to be provided, the administrative organ shall coordinate the date of the deliberation of the data with the Secretariat of the Statistics Commission (the Cabinet Office), and prepare the following documents.

<Documents for Consultation with the Statistics Commission>

- Checklist (draft)
- Basic information of the statistical survey
 - Outline of the survey
 - Form of the questionnaire
 - Sampling method, etc.
- Documents for anonymized data (draft)
 - Concept of anonymized data production
 - Items to be provided
 - Code table
 - Matters to be paid attention to in the anonymization process
 - Methods to be used for anonymization, etc.
- Other documents that are necessary for the consultation or that the Statistics Commission requires based on Article 50 of the Act

Administrative organs shall produce anonymized data based on the opinion of the Statistics Commission and verify whether the anonymization process is implemented properly.

3) Publication of Anonymized Data that is Available for its Provision

Provider organizations, etc. publicize anonymized data that is available to be provided by posting the following on their websites, etc. (related section: No. 4 and No. 7)

- Title and year of the statistical survey
- Name of the anonymized data
- Conditions for provision
 - Security condition, use environment conditions
 - Other conditions set out by laws and regulations, etc.
- Items to be provided and code table (data layout form if necessary)
- Anonymization methods (anonymization method by item, re-sampling rate, etc.)
- Contact office, the period to accept applications, etc.
- Procedures to apply to request data provision
- Rough estimate of the cost required
- Available methods for provision (medium)
- Expected time of provision

No. 7 Procedure for Application to Request Anonymized Data

1) Items to be Announced Explicitly in Advance

Provider organizations, etc. shall indicate the following items, which applicants should understand before they submit an application to request anonymized data, on their websites, etc. to make the items widely known. (Related section: No. 4, No. 6-3, No. 7-6).

<<Items required to be announced>>

- Purpose and legal basis of the anonymized data provision system
- Duty of confidentiality, duty of appropriate management, prohibition of use for purposes other than those approved and of transmission to a third party, penal regulations, etc.
- Terms of use that set out the details of the contract (user policy: rules that provide the terms of use presented by the provider organization)
- Procedure to submit an application for provision and an application form
- Requirement of identity verification of the applicants and the documents for the verification will be copied at the reception
- Standard period of time for processing the application (processing period from the date an application is submitted)
- An obligation to return the anonymized data provided
- Penal regulations for violation of laws and regulations, and terminating provision if the terms of use (user policy) are violated
- Conditions of the security environment where users are allowed to access anonymized data
- Applicants shall not attempt to specify (or speculate on) the individual, household or establishment, etc.
- Applicants shall not implement to link the anonymized data to other anonymized data provided based on Article 36 of the Act or to other data that may allow the applicant to identify an individual
- In case of use for higher education, the anonymized data provided shall be stored and managed by the supervisor (instructor) and the students shall not be allowed to store or manage it
- In case of use for higher education, the supervisor (instructor) shall teach ethics of the use of statistics (education about the system, items to comply with, penal regulations, etc.)
- The use of data under the anonymized data provision system is based on a contract and not subject of the Administrative Appeal Act (Act No.160 of 1962)
- Provision of data may be delayed due to unavoidable reasons.
- Any entity which has used the anonymized data must publicize the content of (a) the outcomes of the research, (b) the higher education, or (c) the project to utilize statistics for international comparison
- Any entity which has used the anonymized data shall publicize the organization the applicant belongs to, the name of the applicant, title of the questionnaire information

used, title of the academic research, and the name of the higher educational institute or the project to utilize statistics for international comparison, etc.

- Language to be used for the application procedure
- The detailed description of procedures and conditions that an entity which receive the anonymized data overseas will be applied to if these are different from those of the domestic system, such as responding audits, method of provision of the data

2) Prior Confirmation, etc.

To avoid re-submission of the application which has been proven to be unfulfilled with requirements or deficient with the completion of the application documents after the confirmation of the consent for the items specified described in section 1 above and the submission of the applications, the provider organization, etc., in principles, shall conduct pre-confirmation on the following items from (1)–(6) by an interview or a phone call, etc. with the person who is planning to submit an application.

- (1) Confirmation of whether the applicant recognizes the items required to be announced in section 1 above and understands the said content properly. If the applicant does not understand the contents of any items sufficiently, the data provider organization, etc. should give explanations of such items to him/her
- (2) Instructions on filling out each form or letter of application for anonymized data as well as an explanation of the procedures to provide anonymized data
- (3) Explanation on the purpose of the use which is permitted to get the data (details of the academic research, higher education or projects to utilize statistics for international comparison), the conditions regarding the user and the environment for the use, the items required to be stated and related documents necessary for an assessment
- (4) Explanation of the criteria for approval and items that the applicant should comply with
- (5) Interviewing to applicants on the details of the planned application for anonymized data, and when necessary, giving advises of the suitability for approval as well as relevant matters
- (6) Explanations of the basic fee (Article 13 (2) (i)), amount charged for anonymized data per file (Article 13 (2) (ii)), cost of the medium (Article 13 (2) (iii)), shipping cost when the applicant requests the provision by mail (Article 13 (2) (iv)) and the method of payment (Article 13 (3))

3) Unit of Applications for Anonymized Data

(1) Unit of applications for anonymized data

An application for anonymized data shall be prepared for each purpose of use, which is a requirement listed in Article 15 of the Ordinance for Enforcement to decide whether to approve the application. (The applicant may request anonymized data involving multiple statistical surveys that the said provider organization, etc. implements altogether.) (*2)

However, when it is impossible to put all contents of multiple anonymized data in the form of an application or the provider organization, etc. regards that it would be more convenient to access the contents separately according to each anonymized data

file, the provider organization shall have the applicant enter purposes as necessary.

(*3)

(*2) For each application for anonymized data, an applicant will be required to submit for the following procedure including a letter of request, a performance report and a data management report.

(*3) In this case, the form was separated for convenience; therefore, it is counted as one application and the related documents necessary for the following procedure would be counted as the same. In principles, the information to be entered in the application shall be separated in units corresponding to the units in the application for anonymized data.

- (2) Unit of applications for anonymized data to submit to entrusted incorporated administrative agencies, etc.

Regarding applications for anonymized data, etc. submitted to entrusted incorporated administrative agencies, etc., which handles the work of the provision based on entrustments from multiple provider organizations, the applications shall be separated for each data producing organization by the provider organization following the provision in (1) above.

- (3) Unit of applications for anonymized data for the purpose of higher education

An applicant who request anonymized data for the purpose of use in lectures or seminars, etc. (hereafter referred to as “lectures, etc.”), at a higher education institute shall prepare the application form according to follows. In principles, media containing the data are not provided directly to the students, etc. who use the data, but are provided in a lump to the instructor for each lecture, etc.

- (a) In cases where the data is used in multiple lectures, etc. with the same contents simultaneously by different instructors in the same institute, the multiple applications for anonymized data may be unified as one application. However, if the environment of use differs by group of students and lecture, etc., the provider organization shall require the applicant to prepare the application separately.

The data media are provided to the instructor in one lot.

Also, to ensure information management and clarification of responsibility, in principles, the anonymized data file shall be allowed to be copied (installed) for each person (computer) (see (5)). In cases where the same anonymized data is used on multiple computers by multiple students simultaneously, the number of files that corresponds to the number of users (number of computers) shall be entered in the application.

In addition, in cases where the data is used by the same instructor at the same institute in multiple lectures, etc. with the same content in different periods (e.g. first term, second term, and period of an intensive course), the applicant shall be allowed to submit the application as one application. Even in this case, the names of all the students who take the course need to be specified at the time of application and it must be possible to attach their written declaration.

- (b) In cases where the same instructor uses the data in lectures, etc. at multiple institutes, the provider organization shall require the applicant to prepare a separate application for each institute.

(4) Unit of anonymized data

The basic unit of anonymized data files for provision shall be one file into which provider organization, etc. input the anonymized data categorized based on the reference period of related statistical surveys (yearly and monthly) and the type of questionnaire information, based on Article 13 of the Order for Enforcement.

When one set of anonymized data file is provided to multiple users, the number of the files to be provided is counted as the number of files (if multiple users use one computer alternately, it counts as one file (see (5))).

(5) Principles of no copying anonymized data more than once (prohibition of making multiple copies)

In order to clarify management responsibility, the provided anonymized data can be copied to another memory device only once per one file of the data. In principles, until the copied data in the said different memory device is deleted, the data shall not be allowed to store in or copy to another memory device.

Therefore, in cases where the same anonymized data is used on multiple computers separately, the applicant shall be provided the same number of files as the number of computers. This shall also apply to cases where the data is used in lectures at higher educational institutes and for a project to utilize statistics for international comparison.

In cases where the data is installed in one computer and multiple users use the same anonymized data by using the computer alternately, it shall be regarded as the provision of one file.

4) Identification of Applicants and Users

In order to fulfill all the requirements given in Article 15 of the Ordinance for Enforcement based on Article 36 of the Act to receive the anonymized data, applicants and users need to have capability to use the product to contribute to the development of academic research, to use the product to contribute to the development of higher education, or to implement a project to utilize statistics for international comparison on their own responsibility.

Examples of people who fall under the requirement are as follows:

[Academic research / Higher education]

- A researcher who belongs to a university, etc. or to an organization for academic research, or such entity
- A person who carry outs academic research at a think-tank, etc.
- A researcher who does not belong to any organization, but is doing academic research
- An instructor who gives lectures, etc. at an organization for higher-education, such as a university, or such organization

[Project to utilize statistics for international comparison]

- An international organization in which Japan is a member

- A nonprofit organization which receives questionnaire information, etc. and funding, etc. from multiple foreign governments or international organizations, etc. (e.g. Luxembourg Income Study, Luxembourg Wealth Study)

Regarding applicants and users at universities, the assessment will be carried out on the basis of the following.

- (a) In cases where the graduate students/undergraduate students assist a research project dealing with the provided anonymized data under the instruction of a professor or where the instructor and graduate students/undergraduate students conduct joint research sharing the same anonymized data, the application shall be made by the instructor and the user shall be the instructor, graduate students, and undergraduate students.
- (b) In cases where graduate students, etc. conduct research using the provided anonymized data, the said graduate students, etc. shall be the applicant and the user.
- (c) In cases where an instructor uses the provided anonymized data to make new material for a lecture, etc. using the provided anonymized data and also distributes the material to the students, the instructor shall be the applicant and the user.
- (d) In cases where an instructor lets graduate students/undergraduate students use the provided anonymized data as they are to conduct a lecture or seminar (graduation thesis, etc.), the applicant shall be the instructor and the user shall be the instructor and all the people who use the data in the said lecture or seminar.

5) Submission of Application for Anonymized Data by Agent

In cases where an agent submits an application for anonymized data based on Article 16 of the Ordinance for Enforcement, the said agent needs to hold a written document to prove his/her authority of representation of the applicant, such as the power of attorney .

Additionally, it is eligible for the agent to have enough knowledge on the substance of the application so that the agent submit the application form to the reception and make decision on whether to correct the information in the application form there as needed .

6) Items to be described in the Application Form for Anonymized Data

The provider organization, etc. shall set out the form of application for anonymized data, which contains the following based on Article 16 (1)–(19) of the Ordinance for Enforcement and the Notification of MIC, with reference to appended forms 3-1 to 3-3.

The language acceptable in applications shall be determined by the head of a provider organization, etc. with consideration given to the organization's resources.

- (1) Applicant's name, date of birth, residential addresses, organization, position, and contact information

Applicants need to state his/her name, date of birth, residential address, organization, position, and contact information (including the office address, telephone number, e-mail address).

When a corporation or other organization request anonymized data which have designated a representative, they are required to state their name, date of birth,

residential address, position, and contact information (including the office address, telephone number, e-mail address).

- (2) Name and office address of the corporation or other organization (when a corporation or other organization requests anonymized data)

When a corporation or other organization requests anonymized data, the applicant needs to state their name and the official address in the entry field added under the section described in (1) above in the application form.

- (3) Agent's name, date of birth, and address (when an agent applies the use of anonymized data)

When submitting an application through an agent, the applicant is required to state the agent's name, date of birth, and address.

- (4) Name and year, etc. of the anonymized data

- (a) Name and year, etc. of the anonymized data

It is required to state the name and year of the anonymized data from the data that the provider organization, etc. has indicated as available for provision.

- (b) Number of the files needed

As described in 3(5), in cases where multiple users use the same anonymized data, except for the case where a file is used on a computer and shared by multiple students, the applicant will be provided with the number of files that corresponds to the number of users.

Thus, the applicant needs to state how many data files they want considering the method of use.

- (5) Purpose of use

Since the necessary information in an application for anonymized data are different depending on purposes of use whether it is academic research, higher education or an project to utilize statistics for international comparison, an applicant shall provide the required information in the appropriate form for their purposes and submit it.

- (6) Names of the higher educational institution, faculty and department (when the purpose of use is higher education)

In (5) above, when the direct purpose of use is education at a university, etc., it is required to state the title of course as well as the name of the higher education institute and the faculty that uses the said anonymized data.

- (7) Title of the academic research (when the direct purpose of use is academic research)

When the direct purpose of use is academic research, it is required to state the following.

- (a) Title of the academic research

It is required to state the title of the academic research, e.g. "Research regarding XX."

(b) Necessity of the academic research

It needs to explain the usefulness of the said academic research, such as the significance of the research in the specific field of study or in society, etc.

If the research is subsidized by a funding from the government (e.g. Grants-in-Aid for Scientific Research by MEXT or Science Research Grants by the Ministry of Health and Labour), it is required to attach a copy of the notice of funding approval by the government, etc., since it is a reference to prove the usefulness of the project.

(c) Details of the academic research

It is required to describe details about the academic research, the way the anonymized data is used, and the format of statistical tables or analysis outputs.

The applicant can demonstrate the format of result tables or analysis outputs as far as these have been determined at that time.

Also, it is required to attach material that describes the contents of the research, and a list of related literature written by the applicant as needed.

(d) Research schedule and duration of the research

It is required to state the research schedule (the duration in which the anonymized data will be actually used, the timing in which results will be reviewed and disseminated, etc. in the said research plan).

(8) Name of the class subject, etc. (when the direct purpose of use is higher education)

When the direct purpose of use is education at higher educational institutes, it is required to state the following.

(a) Name of the class subject

The applicant shall state the name of the class subject, e.g. "XX Exercise (III)."

(b) Class objective, and the necessity and method of using the anonymized data in the class subject

It is required to describe the overall objective of the class subject, e.g. "To learn the basic theory of regression statistical analysis and actual application techniques."

It is required to explain the necessity of using anonymized data and the specific way anonymized data will be used for the class subject (e.g. in the computer room exclusive use of exercises, anonymized data is used at each terminal to implement tabulation using spreadsheet software, etc.).

(c) Contents of the class subject and the statistics to be produced

It is required to describe the contents of the class subject, the format of statistical tables and analysis outputs to be produced.

The applicant can demonstrate the format of statistical tables and analysis outputs as far as these have been determined at that time.

Also, materials, such as the class syllabus, and an outline of the ethics education of the use of statistics and the content of tabulation, shall be attached as needed.

(d) Class period of the subject

It needs to specify the class period of the subject (including the day of the week and time of the class).

(9) Title of the Project, etc. (when the purpose of use is a project to utilize statistics for international comparison)

When the purpose of use is a project to utilize statistics for international comparison, the following shall be mentioned.

(a) Title of the project

It is required to describe the title of the project, e.g. “International Comparison Project for XX.”

(b) Necessity of the project

It is required to explain the usefulness (necessity) of the said project, such as the meaning of the project to international society and the revitalizing effect on international research.

(c) Contents of the project and the method of data use

It is required to describe details of the said project (including the modality of the project and whether to outsource or not) and the way the anonymized data will be used.

Also it is required to specify all of the people who will be provided with the international comparative statistics produced by the project.

If necessary, the applicant can separately attach materials that indicate these contents.

(d) Contents of the statistics, etc. to be produced

It is required to demonstrate the format of statistical tables to be produced and the form of analysis outputs, but applicant can present the format as far as that has been determined at that time.

(e) Project running period

It is required to state the schedule of the said project (the period in which anonymized data will actually be used).

(f) Contents of the questionnaire information that the applicant is receiving from a foreign government, etc. and the name of the foreign government, etc. (when the applicant is an international organization of which Japan is not a member)

It is required to describe the specific items contained in the questionnaire information that the applicant is receiving or will definitely be receiving to implement a project to utilize statistics for international comparison and the names of the foreign governments, etc. that provided the said questionnaire information.

If there are many items, the applicant needs to select two to five of items provided by more than two foreign governments.

Additionally, if it is assured that the information will be received, such fact shall be mentioned.

(g) Contents of the support that the applicant is receiving from public organizations in Japan or foreign governments, etc., and the name of the entity (when the applicant is an international organization of which Japan is not a member)

It is required to state the name of the public organization in Japan that the applicant is receiving support from to implement a project to utilize statistics for

international comparison, or specific details of the support that the applicant is receiving from a foreign government, etc. and the name (s) of the entity(s).

In the case of receiving support from two or more public organizations or foreign governments, etc., it is required to select two separate public organizations or foreign governments, etc. to be mentioned in the application form.

(10) All purposes of use of the anonymized data

It is required to describe the purpose of secondary use of the anonymized data in academic research, higher education, or projects to utilize statistics for international comparison.

Also, when the research results or the outcomes of the project for international comparison are published or used for other supplemental academic research, the purposes of the use for those shall be mentioned, too.

When the applicant plans to report the contents of research that is still in progress to the seminars, workshops, research meetings, etc. that are held regularly or irregularly at universities and scientific societies, and if it is impossible to identify the details at the time of the application, he/she can mention expected examples.

Using anonymized data for a purpose not submitted in the application or not approved is regarded as a violation of Article 43 of the Act (Confidentiality Obligation of a Person Who Has Received Questionnaire Information, etc.).

(11) Method of publication

- (a) When the data is used for academic research, it is required to state the name of the scientific society or meeting in which the research result is scheduled to be released and its activities (limited to general academic research grounds only) as well as the academic journal, bulletin or professional journal (limited to those available to the general public) in which the results are scheduled to be published.

If a thesis, etc. is submitted to the provider organization, etc. and can be publicized by posting it on their website, it shall be mentioned in the method of publication.

- (b) When the data is used for higher education, it needs to state the method of publication by indicating that the thesis will be posted on the website of the research office, etc. for graduation thesis and master's thesis, and that the applicant will make public on the website that they used the statistical product in lectures, etc., or disclose it in a business report of the university available to the general public, etc.

Additionally, if the provider organization, etc. can receive the graduation thesis, master's thesis, outline of the implemented seminar, etc., and post it on its website, this shall also be regarded as one of the methods of publication.

- (c) When the data is used for a project to utilize statistics for international comparison, the following will be applied.

- (i) In cases where an international organization, of which Japan is a member, uses anonymized data, it is required to mention that the applicant will distribute the outcomes of the project to the related nations and also that a working paper as outcome of the project will be posted on the website. When the said organization does what is mentioned in (ii) below, the provisions of (ii) will be applied.

- (ii) In cases where the applicant is an international organization of which Japan is not a member, and the organization uses anonymized data to produce and provide international comparative statistics, it is required to state on their website about the frequency of the statistics making use of anonymized data under the project, e.g. every Y years (*4).

(*4) Replace the “Y” of “every Y years” with the frequency that the organization decides.

The planned date of publication shall be mentioned for each publication plan.

- (12) Desirable date to receive anonymized data and the reason for the date

It is required to mention the desirable date to receive anonymized data and the reason why you need to obtain it by the said date.

- (13) Where the anonymized data is used and the management method

It is required to state the place where the anonymized data will actually be used, the management status and environment of the computer on which the anonymized data will be used, and the ways to store and manage the anonymized data.

In case the tabulation processing, etc. is outsourced and the use and storage will be at the place of the entity that was outsourced with the work, it needs to mention such fact.

Regarding the management status and environment, etc., of computers, the provider organization needs to set up a format that makes the assessment criteria clear, such as multiple-choice type (see appended forms 3-1 to 3-3, section 4).

- (14) Duration of the use of anonymized data

It needs to state the duration from the time the applicant actually starts using the anonymized data until the time the data will be returned (including the duration during which the anonymized data is stored).

- (15) User’s names, organizations, occupations, and each place where the anonymized data will be used

It is required to state all user’s name (including the applicant), organizations, occupations, and places of use. Also, at the time of application, a certificate of employment or certificate of school enrollment from the academic research institute or higher education institute may be required.

- (a) When the tabulation processing, etc. is outsourced, it is required to identify the staff involved in the work of processing as the user. In such case, it needs to clearly mention the user is from the contractor for the outsourcing.
- (b) When a new user is added after the application is submitted and the anonymized data is provided to the said user, another assessment and approval are necessary.
- (c) When an instructor teaches for a higher education institute, it is required to indicate explicitly that the instructor will supervise and manage the use of anonymized data by noting “instructor” in the occupation section in the application form (limited to cases where the main purpose of use is higher education).

- (16) Other questionnaire information or other anonymized data that the applicant is currently being provided with or is planning to request for provision

If an applicant intends to submit new application to request questionnaire information and/or anonymized data other than those that the applicant is currently provided with based on Article 33 and Article 36 of the Act, it is required to state the title and year of questionnaire information and/or anonymized data.

- (17) Method of anonymized data provision (Medium for provision)

Regarding the medium for provision of anonymized data, the provider organization, etc. needs to list up the possible medium specified in Article 13 (2) (iii) of the Order to deliver the anonymized data to the applicant. The provider organization, etc. needs to list up multiple mediums so that the applicant has greater choices.

The provider organization, etc. can voluntarily select any medium from the ones defined in Article 13 (2) (iii) of the Order for Enforcement. (It is possible to omit mediums that are not planned to be made available.)

- (18) Request for delivery of the anonymized data by mail

The applicant shall state whether he/she wishes to receive the data by mail. In principles, mailing to a domestic address shall be by registered mail only, and shipping to overseas shall be by a shipping service that can be tracked. Provision via communication lines, e.g. the Internet, is not available.

- (19) Other necessary matters

In developing the manuals and the application form, the provider organization, etc. shall include the items considered to be especially necessary for their assessment, as needed, and require applicants to attach a document that substantiates the public benefit of the purpose of use based on Article 11 to Article 14 of the Ordinance for Enforcement with the terms replaced by those of Article 16 of the Ordinance for Enforcement.

In addition, in the case of an application from an international organization of which Japan is not a member for the purpose of use in a project to utilize statistic for international comparison, the provider organization, etc. will require them to attach a copy of written agreement exchanged with the foreign government, etc. when the organization begins to receives questionnaire information or support from the foreign government, etc.

<<Sample of documents that support the usefulness or necessity of the academic research>>

- *If the applicant belongs to an organization, a document that proves that fact (certificate of employment or certificate of school enrollment from an academic research institute, higher education institute, etc.)*
- *If the applicant is a student, etc., a letter of recommendation from the instructor, university or scientific society*

- *A document that proves that the research is receiving public funding for research etc., and a list of books/thesis written by the applicant and other user(s)*
- *A copy of the agreement that the applicant exchanged with a foreign government, etc. in the beginning of receiving questionnaire information*
- *A copy of the agreement that the applicant exchanged with a foreign government, etc. in the beginning of getting support*

If the applicant outsources the related work, the provider organization, etc. shall specify the attachment of a copy of the contract that indicates the details.

7) Period for Accepting Applications for Anonymized Data

The provider organization, etc. may set a period for accepting applications for anonymized data in order to improve the efficiency the work and transcription process of anonymized data, implement transcription process of the data systematically and to improve service for applicants.

In the case where the accepting period is defined, the schedule shall be publicized in the website, etc., in the beginning of the fiscal year. (Related section: No. 4, No.6-3)

Additionally, the language used for the procedure by the provider organization, etc. shall be determined by the head of the provider organization, etc. considering the resources the organization possesses.

8) Department in Charge of Acceptance/Assessment of Applications for Anonymized Data, etc.

The provider organization, etc. shall designate a contact point to handle the work of acceptance of applications forms and to proceed with the work of assessment, notification of the result of the assessment and provision of the data, etc. in the organization based on allocated roles that were determined beforehand by the division that actually produces the statistics. (When no contact point is designated, all related work are handled by each division in charge of a TMT; the same shall apply hereafter.)

9) Identity Verification

(1) When the applicant is an individual

Based on Article 11 (2) of the Ordinance for Enforcement, which is applied based on Article 16 of the Ordinance for Enforcement, the provider organization, etc. shall conduct an identification check by requesting the applicant or the agent of the applicant to show identification documents issued by government and public offices valid on the day the application is made, such as a driver's license, health insurance card, basic resident registration card, resident card, and special permanent resident certification.

When a person from overseas submits an application, the identification check is implemented using documents sufficient to identify the person, such as a passport and a driver's license issued by the relevant foreign government.

Identification check shall be implemented as following depending on the method of application.

(i) In cases where an applicant comes to the office and submits an application

When the applicant presents his/her identification document including his/her name, date of birth, address and photograph, it is required to check that the information in the document matches the information stated in the application form and check a photograph of the document with the applicant. When the identification of the applicant is confirmed, the identity verification shall be completed.

If only an identification document that has the name, date of birth and address but no photograph is available, or even if the document has a photograph but at least one of the name, date of birth or address cannot be verified, it is required to submit two or more other identification documents to check all the name, date of birth and address. (If the applicant has only one kind of identification document, he/she will be required to send a copy of different identification documents later, etc. In this case, a copy of a certificate of residence is acceptable. When the copied identification document arrives at the office, the application is regarded as completed this procedure.)

The office shall make photocopy of the identification document presented and include these as a related document.

(ii) In cases where an application is submitted by mail

Copies of two or more kinds of identification documents, which can verify the name, date of birth and address of the applicant (in a combination enabling verification of all of the name, date of birth and address, with at least two of them showing the address), need to be enclosed.

If it is impossible to prepare two identification documents, a copy of the certificate of residence shall be acceptable.

(iii) In cases where an agent comes to the office and submits an application

The procedures of agent's identity verification shall be applied with (i) above.

In addition, the procedures of the identity verification of the applicant shall be applied with cases where an application is submitted by mail.

(2) When the applicant is a corporation or other organization

When a corporation or other organization in Japan requests anonymized data that has designated a representative, the presentation or submission of the certificate of registered matters or a certificate of registered seal issued within 6 months before the date the application shall be requested.

When a company or other organization from a foreign country requests anonymized data, the presentation or submission of a certificate issued by the national organ of the foreign country that substitutes a certificate of registration for corporation issued by Japanese government shall be requested.

In addition, the presentation or submission of an identification document of the representative or manager shall be also requested depending on the following methods of application.

- (i) In cases where the representative or the manager comes to the office and submits an application form

The presentation or submission of identification documents of the representative or the manager shall be requested in accordance with (1(i)) above.

- (ii) In cases where an application is submitted by mail

The submission of identification documents of the representative or the manager shall be requested in accordance with (1(ii)) above.

- (iii) In cases where an agent comes to the office and submits an application

The presentation or submission of identification documents of the agent, the representative or the manager shall be requested in accordance with (1(iii)) above.

10) Means to Submit an Application

An application for anonymized data, etc. shall be submitted directly or by mail to the contact point of the provider organization, etc. by the applicant or the agent.

No. 8 Assessment of Application to Request Anonymized Data

1) Organization responsible for assessments

An assessment is implemented by a provider organization, etc.

When an entrusted incorporated administrative agency, etc. implements an assessment based on Article 37 of the Act, they are required to consult with the provider organization, which entrusts the work to them, as needed, to implement the assessment.

2) General Rules

Based on Article 15 of the Ordinance for Enforcement, anonymized data can be provided when it is considered to contribute to the development of academic research or the development of higher education and fulfills all of the following requirements.

- (1) It must be used only to produce statistics or for statistical research
- (2) The direct purpose must be to use the anonymized data for academic research or higher education
- (3) The results of the academic research or the contents of the higher education must be publicized in order to provide feedback to society
- (4) Even though anonymized data have been processed so that individuals/households and establishments cannot be identified, on the basis that the information is produced and provided based on questionnaire information, the data must be managed properly since it derived from questionnaire information.

Also, anonymized data can be approved to be provided when it is considered to contribute to the increasing of Japan's interests and to the healthy development of the international economy, and fulfills all of the following requirements.

(5) Anonymized data is used only to produce the statistics necessary for international comparison

(6) The applicant is an international organization in which Japan is a member or fulfills both of the following requirements.

(a) The statistics described in (5) above shall be produced for the purpose to provide statistics for international comparison or statistical research outcomes to public organizations, foreign governments, etc. or a person who conducts academic research or higher education.

(b) The applicant is receiving or definitely will receive the questionnaire information, etc. necessary for international comparative statistics from two or more foreign governments, etc., and is also receiving or definitely will receive support, such as the personnel, funding or a building or other facility, from one or more foreign governments, etc., that produce statistics, etc.

(7) In cases where the applicant is an international organization in which Japan is a member, the results of the use of the international comparative statistics, which were implemented using the anonymized data, must be publicized. In cases where the applicant is not an international organization in which Japan is a member, the status of provision of the international comparative statistics, which was implemented using the anonymized data, must be publicized.

(8) Even though anonymized data have been processed so that individual/households and establishments cannot be identified, it must be managed properly since it derived from questionnaire information.

Therefore, based on the information stated in the application for anonymized data and attached documents, the provider organization, etc. shall assess (a) whether the purpose falls in line with Article 15 of the Ordinance for Enforcement, (b) whether the way anonymized data are managed and the place the data are used are appropriate, and (c) whether the results of the academic research, the contents of the higher education or the contents of the project to utilize statistics for international comparison will be publicized appropriately in order to provide feedback to society, etc.

Additionally, in cases where the applicant attempts to link the provided questionnaire information to other anonymized data provided based on Article 36 of the Act, and other data, which may be used to identify individuals, the provision of data shall not be approved.

Also, an application for anonymized data shall not be approved for a person who is being penalized based on “No.18 Management of Inappropriate Use of Anonymized Data.”

3) Assessment Criteria

(1) Confirmation on whether to meet the requirement regarding the purpose of academic research

(a) When the applicant belongs to a university or an institute for academic research

When a professor, associate professor, lecturer, assistant professor, post-doctoral researcher, graduate student, etc. who belongs to a university or a research institute, etc. conducts academic research activity and the results are publicized and fed back to society in the form of a research paper, it is considered that it meets requirement regarding the purpose of academic research.

(b) When the applicant is other than (a)

When the person who belongs to a profit-making company conducts research as a part of business activity and the purpose of the activity is academic research of which outcome are fed back to society in an academic thesis, etc., it is considered that the application also meets the requirement.

Also, even though a part of the purpose of the research is profit-making, it may be recognized to meet this requirement if the research outcome is mainly used for academic research which will be provided for a fee as a secondary effect like an academic thesis or analysis results are sold after these are fed back to a society by public release.

However, when the direct purpose of the use of the said research results is as for the business of the corporation, etc. or as basic material of a report to the customers, it is not considered that the applications meets the requirement.

(2) Confirmation on whether to meet the requirement regarding the purpose of higher education

In principles, this case is limited to applications from higher education institutes or instructors who belong to the said institute, and no application from any other person are assumed.

As for the modality of use, the use of statistical products in lectures, etc. for higher education (including cases where an instructor gives guidance for a graduation thesis or a master's thesis) is assumed.

(3) Confirmation on whether to meet the requirements regarding the purpose of a project to utilize statistics for international comparison

The project must be recognized as to contribute to the increase of Japan's benefits and the healthy development of the international economic society, and the organization is required to be engaging in activities that are deemed to be fully reliable and public efforts, such as a project that is receiving the necessary questionnaire information to produce international comparative statistics from an international organization in which Japan is a member, or two or more foreign governments, etc.

(4) Name, date of birth, address, department, position, contact information of the applicant

It is required to verify (1) above with the applicant's department and position stated in the application.

Also, these need to be same as the information stated in the application and the document for identification, which are required to be presented or submitted in Article 16 of the Ordinance for Enforcement and No.7-9.

- (5) Name and address of the corporation or other organization (When a corporation or other organization makes an application)

When the applicant is a corporation or other organization, it is assessed on whether it is an organization mainly for academic research or a profit-making organization on the basis of the name and management organization, etc.

Also, these need to be same as the information described in the application and the document for identification of the corporation, which are required to be shown or submitted according to Article 16 of the Ordinance for Enforcement and No.7-9,.

- (6) Name, date of birth, and address of the agent (When an agent makes the application for provision)

When an agent is mentioned in the application to submit applications for anonymized data, the contents of the information described in the application and the document for identification, which are required to be shown or submitted according to Article 16 of the Ordinance for Enforcement and No.7-9, must be identical.

- (7) Name and year, etc. of the anonymized data

- (a) Name and year, etc. of the anonymized data

The name and year, etc. of the anonymized data, which the provider organization has publicized as available, shall be described.

Also, it shall not include unnecessary anonymized data taking into account the purpose of use, such as the contents of academic research, contents of the lectures or contents of the project to utilize statistics for international comparison.

- (b) Number of files

Considering the fact that, in principles, transcription of data is limited to one time, such as an installation to the hard disk, etc. on a computer, the number of necessary files must be consistent with the number of users and the way of use described in the other section in the application form.

Special attention is necessary for the use for higher education since there are many users involved per case.

- (8) Purpose of use

It is necessary to verify which of the direct purpose of use is, academic research, higher education or a project to utilize statistics for international comparison, and also it need to affirm that the purpose is in accordance with the contents of the following (9)–(13).

Especially, in regards to the (13), when it involves commercial treatment and the purpose of the use is obviously for profit-making, even if the direct purpose of use is stated as academic research, higher education or a project to utilize statistics for international comparison, it will not be approved.

(9) Title and contents of the academic research, etc. (when the purpose of use is academic research)

(a) Title, purpose and necessity of the academic research

An assessment does not mean to evaluate the importance or usefulness of the said academic research. However, the research needs to be counted as having public benefit eligible to be provided the anonymized data or, in other words, it must be considered as appropriate under socially accepted conventions.

(b) Contents of the academic research, the method of use and the contents of statistics, etc. to be produced

The statistical products making use of anonymized data (e.g.: the tabulation forms or output forms of analysis; the same shall be applied hereafter) must be appropriate, considering the contents of the academic research and the method of use.

(c) Research period

The research period must be set out taking into account of the time for publicizing the results and the duration of data use.

(10) Names of the higher education institute, faculty and department (when the direct purpose of use is education at higher educational institutes)

When the direct purpose of use is education at higher educational institutes, the names of the higher education facility, faculty and department that use the anonymized data must be stated.

In this case, the institute, faculty and department stated must actually exist and it must have conformity with the department to which the applicant belongs.

(11) Name and contents, etc. of the class subject (when the direct purpose of use is education at higher educational institutes)

(a) Name and purpose of the class subject, necessity of the use of anonymized data in the class and the method of use

The class subject must be endorsed as a formal subject by the higher educational institute where the anonymized data are actually used.

Supplementary classes that a professor holds personally are not recognized as educational activity of the higher education institute.

The use of anonymized data for the said class subject shall be recognized as necessary, and the method of the use must be regarded as appropriate and the number of files must be consistent with the method.

(b) Contents of the class subject and the statistical output, etc.

The statistics, etc. that are expected to be produced in the seminar using anonymized data (e.g. tabulation forms or output forms of analysis) must be appropriate judging from the contents of the class subject and the level of the students.

(c) Course period of the class subject

The course period of the class subject shall be consistent with the period of data use, which must end by the end of the course.

(12) Title and Contents, etc. of the Project to Utilize Statistics for International Comparison (when the purpose of use is a project to utilize statistics for international comparison)

(a) Title, contents and necessity of the project to utilize statistics for international comparison

An assessment does not mean to evaluate the importance or usefulness of the project. However, the project needs to be counted as having the public benefit eligible to be provided anonymized data, and the contents of the project must be recognized as contributing to the increase of Japan's benefit in international society and to the healthy development of international economic society through international comparison projects.

(b) Contents of the project and method of data use

The contents of the said project must be relevant with the method of anonymized data, and the contents of the project need to be considered as contributing to the increase of Japan's benefit in international society and to the healthy development of international economic society.

The status of the project and use of outsourcing shall be checked and there must not be any problems in handling anonymized data such as the place of use or storage (described later in (16)), etc.

In addition, the contents of the project needs to be relevant with and the questionnaire information that the applicant is receiving or will definitely receive from foreign governments, etc.

(c) Contents of the statistics, etc.

Statistics, etc. which is produced making use of anonymized data for international comparison, needs to be relevant to the contents of the project and the method of data use.

(d) Period of a project

The period of a project must be set out taking into account of the period of data use.

An application without specification of period shall not be approved.

(e) Contents of questionnaire information, etc. (when the applicant is an international organization of which Japan is not a member)

The questionnaire information, etc. provided by foreign governments, etc. must be relevant to the statistics produced using anonymized data for international comparison.

Also, the questionnaire information, etc. must include the information of the anonymized data to be provided and information comparable internationally. Specifically, a provider organization, etc. shall check the relevance of applicant's description that the project and the questionnaire information, etc. are related each other, and, if the contents are unclear, the provider organization need to require applicant to submit related material as needed.

- (f) Details of supports (when the applicant is an international organization of which Japan is not a member)

The support the applicant is receiving from public organizations or foreign governments, etc. must include the personnel, funding, a building or other facility, etc., lending equipment, etc. In addition, the public benefit of the applicant must be confirmed and, if the details of the support are unclear, the provider organization, etc. shall request the attachment of documents that indicate the specific details

- (13) All purposes of the anonymized data use

All specific purposes of the use for academic research, higher education, or a project to utilize statistics for international comparison must be stated and relevant to the purpose of use.

Also, the publication or dissemination of the product must be included in the application as one of the purpose of use.

Moreover, if there is a description of purpose of use that seems to be profit making, the provider organization, etc. must confirm which comes first, acts of profit-making or publication of the outcome of the use. It should be noted that the application with the purpose which includes profit-making may be approved when the provider organization, etc. provide their outcome for a fee based on what they released.

- (14) Method of publication

If the anonymized data are used for academic research, the results need to be publicized by a research paper, and if they are used for higher education, the content of the education needs to be publicized. Also, if the data are for a project to utilize statistics for international comparison, the results of an international comparison with the anonymized data must be publicized in the case of an international organization in which Japan is a member. In the case of an international organization in which Japan is not a member, the status of provision of the project outcome must be publicized.

Also, it is necessary that the date of the publication is stated and consistent with the duration of use.

- (15) Preferable date to receive anonymized data and the reason for the selection of the date

The preferable date for receiving the data must be appropriate considering the purpose and the method of use, and must be manageable for the provider organization, etc.

- (16) Location and environment of the use, storage place and method of management of anonymized data

It must fulfill all the following requirements (a)–(g).

- (a) To prevent anonymized data from being taken out from the place for the use (including storage; the same shall be applied hereafter) of anonymized data, it should be used only at a lockable physical location. Also, the taking of anonymized data

from the location by transferal and detachable external memory device, etc. is prevented.

(b) Anonymized data are kept in limited media, which are stored in a lockable cabinet, etc.

Also, it is desirable that the location for storage is the same as the location for use. If these locations are different, an appropriate reason will be needed.

(c) The people in the location where anonymized data are using, described in (a) above, shall be limited, otherwise some verification need to be implemented to them.

(d) The environment of information systems, when anonymized data are being used, should not be connected to any external network, including the Internet.

(e) The information system handling with anonymized data is protected by:

- Computer antivirus measures
- Security hole countermeasures
- Recognition and subject authentication measures
- Illegal operation preventative measures (e.g. screen lock)

(f) Anonymized data and intermediate products (limited to those that can identify the individual information in the anonymized data; the same shall be applied hereafter) are not left in the computers that may be connected to an outside network or used by a person other than the user. Also, the information system environment is controlled so that no-one other than the user can access the computer containing anonymized data and intermediate products.

(g) Intermediate products and waste which are generated by tabulation work and contain anonymized data, as well as the provided anonymized data should be managed appropriately to prevent information leaks.

In addition, in cases where the tabulation work, etc. is outsourced and the place for use or storage will be at the outsourced contractor's location, the requirements of (a)–(g) above must be met; therefore, the outsourcing contract document, etc. shall be used for confirmation.

If the location where the anonymized data will be used is overseas, from the viewpoint of ensuring the safety of anonymized data use, the data shall be provided in the following cases.

(h) The provider organization has a sufficient budget for travel to conduct an audit on users overseas.

(i) The application is from an organization that has been receiving questionnaire information from two or more foreign governments, etc., as well as support, such as the personnel and funding, from a public organization or one or more foreign government, etc., for the last five consecutive years so that it is considered fully trustworthy in terms of information management without conducting an audit.

(j) A Japanese staff member is on temporary posting to an organization to which the applicant belongs, and it is possible to ask him/her to check the status of the use of anonymized data.

(k) A person or staff member of the corporation or other organization that is to be provided anonymized data will be able to visit the provider organization during the duration of anonymized data use, and the provider organization will be able to conduct an interview on the status of use during the said visit.

(17) Duration for anonymized data use

The length of the duration for anonymized data use must be the minimum judging from the research plan, the duration of the subject course or the purpose of the project to utilize statistics for international comparison.

(18) Name, organization and position of all people who handle the anonymized data

Judging from the purpose, contents of the research, or the contents of the project to utilize statistics for international comparison, all users' (including the applicant's) names and organizations they belong to must be stated. Also, the number of users must be the minimum, and no unnecessary person is included in the list of users.

User names shall be stated accurately, and descriptions that do not enable the provider organization to identify the number of people or each individual, such as "the staff in XX Section," is not acceptable.

Furthermore, in cases where the tabulation is outsourced, the names of the staff members at the said outsourced contractor must be stated.

If the user is subject to a penalty of prohibition against providing the data given in No.18 and the duration of anonymized data use and the period of the prohibition measure overlap, even partially, the use shall not be approved.

(19) Other questionnaire information or anonymized data that the applicant is currently being provided or is planning to apply for the provision

When the anonymized data subject to the assessment for provision will be used with the other questionnaire information or anonymized data that the applicant is currently being provided or is planning to apply for the provision, the anonymized data must not include information that may allow the applicant identify the individual respondent of the survey.

(20) Method to deliver anonymized data (medium for provision)

The method needs to be a medium or method that the provider organization, etc. can actually provide.

(21) Request for provision by mail

Whether the applicant wishes to be delivered the data by mail or not needs to be stated.

(22) Other necessary matters

If the provider organization, etc. sets out items for assessment other than (1)–(21), the applicants have to fulfill their standard for approval.

4) Correction and Re-submission of an Application for anonymized data

When the contents of an application for anonymized data or attached material are unsatisfactory, the provider organization, etc. shall require the applicant to make corrections and re-submit the application based on Article 16 of the Ordinance for Enforcement.

No. 9 Calculation of the Fees

The fee is calculated when the application for anonymized data, etc. is approved.

The fee is calculated by adding up all of the following (a) through (d) based on Article 13 (2) of the Order for Enforcement.

- (a) Basic fee: 1,850 yen
- (b) Fee for number of files: anonymized data files to be provided times 8,500 yen
- (c) Fee for medium to keep the data
 - Floppy disk: 50 yen times the number of discs required
 - CD-R: 100 yen times the number of discs required
 - DVD-R: 120 yen times the number of discs required
- (d) When the applicant requests provision by mail: the cost of registered mail

No. 10 Notification of Assessment Results, etc.

The provider organization, etc. shall notify the applicant of the results of the assessment in writing based on Article 12 (1) of the Ordinance for Enforcement applied in accordance with Article 16 of the Ordinance for Enforcement. The notification shall be sent to the applicant within 14 days from the date the application was received in the case of an academic research purpose or higher education purpose. In the case of a project to utilize international comparative statistics, it shall be sent to them before the deadline that was agreed by both sides.

1) When the providing organization, etc. approves the application for anonymized data

The following items shall be described in the notification of acceptance in the form set out by the provider organization, etc., referring to Appended Form 4, and the notification is sent to the applicant.

- A statement that the organization will provide anonymized data
- Fee amount
- Payment method
- Due date of the payment
- Scheduled date of the data provision (it can be set as X days after payment is received, etc.)
- Other matters that the provider organization, etc. considers necessary.
- The fact that the payment will not be refunded once received.

Also, the form of the letter of request provided in the MIC Notification (Appended Forms 6-1 to 6-3), the terms of use (user policy) that the provider organization, etc. set out, referring to Appended Forms 7 and 8, and a written pledge shall be mailed to the

applicant, or the applicant should be informed of the website where such forms can be obtained.

2) When the providing organization, etc. does not approve an application for anonymized data

The reason shall be stated in the notification of non-acceptance in the form determined by the provider organization, etc., referring to Appended Form 5, and the notification is sent.

<p>No. 11 Submission of Letter of Request for Anonymized Data and Payment of the Fee</p>

1) Submission of the Letter of Request

Once the application is accepted, based on Article 13 of the Order for Enforcement and Article 16 of the Ordinance for Enforcement, the applicant shall submit a letter of request set out in the MIC Notification (Appended Forms 6-1 to 6-3) and written declarations by the users to follow the terms of use in the form set out by the provider organization, etc. (user policy), referring to Appended Form 8.

2) Declaration

A declaration shall be made by a document which states that all the users shall follow the terms of use (user policy) in the form set out by the provider organization, etc., referring to Appended Form 7, signed or stamped by the users. In order to clarify the items to be followed in the document, the terms of use (user policy) and the declaration shall be submitted together.

3) Payment of the Fee

The applicant shall pay the fee specified in the notification of acceptance described in No.10 to the provider organization by the specified method.

(1) Payment by Revenue Stamp

The applicant shall make payment by affixing revenue stamps in the amount of the fee prescribed by the administrative organ to the letter of request and submitting it.

The administrative organ shall verify that the amount of the revenue stamps is exactly the same as the notified amount of fee, and affix an official stamp of approval to the revenue stamp.

It is desirable that the official stamp on the revenue stamp is not written with a pencil to ensure that the value can be confirmed and the stamp cannot be detached or used again, and that the stamp is affixed over edges of both the letter of request and the revenue stamp, which should have a perforated edge.

The letter of request with the revenue stamp is kept for the period based on the administrative organ's regulation on the management of documents.

Also, every fiscal year, the amount of payment shall be reported in response to a request from the MOF (the Budget Bureau, General Affairs Division, Revenue/National Government Bond Section) through each accounts division of the ministry.

(2) Payment by Cash

The provider organization, etc. sends a notice of payment with the notification indicated in No.10, and the applicant pay the fee by cash based on the notice to the provider organization, etc.

(3) Reimbursement of the Fee

When the provision of anonymized data becomes unavailable for inevitable reasons and after the submission of the letter of request and the payment of the fee is complete, and the provider organization, etc. has not begun the said work yet and both the provider organization, etc. and the applicant understand this situation, the fee may be reimbursed with the following methods. (The provider organization shall consult with the accounts officer of the Cabinet Office or each ministry about the said procedure and confirm it in advance.)

(a) When paid with revenue stamps

(i) If an official stamp of approval is not affixed yet, the administrative organ shall return the letter of request without affixing an official stamp.

(ii) The administrative organ shall take procedure of reimbursement.

(b) When paid by cash

The administrative organ shall take procedure of reimbursement.

4) Copyright

When the letter of request is submitted, the provider organization shall request the applicant to submit a written oath stating that he/she will not claim a copyright on a statistical product made with the anonymized data.

5) Protection of Confidentiality

The details of the academic research and specification of the tabulation, etc. can be a confidential matter for the researchers. Therefore, provider organizations, etc. treat the contents of the submitted documents, etc. as secret information until they receive a report on usage.

However, based on Article 55 of the Act, this shall not apply when responding to a request for a report from the Ministry of Internal Affairs and Communications.

When the provider organization, etc. releases the contents of submitted documents, etc. on its website before receiving a report on usage, the provider organization, etc. shall obtain consent from the applicant.

No. 12 Provision of Anonymized Data**1) Time of Provision**

The anonymized data is provided promptly within the scheduled period of provision indicated in the notification of approval mentioned in No. 10. When a delay of provision is expected due to an inevitable reason, the applicant is notified promptly.

2) Office for Provision

Anonymized data is provided to the applicant from the office for provision at the provider organization, etc.

3) Method of Provision

Anonymized data is provided (a) by sending the media as registered mail or (b) by handing-out directly from the office for provision.

Anonymized data shall be encoded and provided with a password, etc. for protection.

In addition, when preparing anonymized data for provision, it is desirable to take measures like changing the sorting order of the data in each file or changing the serial number, etc. to track the paths of information leakage, just in case the data is leaked.

No. 13 Points to Consider When Entrusting Production and Provision of Anonymized Data

1) When all works of the provision are entrusted based on Article 37 of the Act

Entrusted incorporated administrative agencies, etc. shall notify the applicant of the results of the assessment and report the fact to the consignor.

Entrusted incorporated administrative agencies, etc. and provider organizations which outsource all work to them shall specify in their manuals about when the report shall be provided from the entrusted incorporated administrative agencies, etc. to the said provider organization and what they shall report to the provider organization through consultations.

2) When a Part of Data Providing Work is Outsourced to a Private Entity

When a part of the anonymized data production and the transcript work is outsourced to a private entity, the work shall follow the provisions for a case when the provider organization, etc. makes an outsourcing contract with a private entity for management of questionnaire information, and it is necessary to ensure the protection of confidentiality, the submission of an oath regarding appropriate management and complying with laws and regulations, as well as to include terms of the management of questionnaire information etc. in contracts, based on the “Guidelines Concerning Management and Measures for Information Leakage, etc. of Questionnaire Information” (February 6, 2009, decision of Director-General for Policy Planning (Statistical Standards), MIC) and the “Guidelines Concerning Utilization of Private Entities for Statistical Survey” (March 31, 2005; Agreement at a conference among Directors for the statistics management as of March 31, 2005).

No. 14 Changes to Information Provided in the Application Form

1) General Remarks

When the information provided in the application form needs to be changed due to the circumstances of the applicant after it was accepted by the provider organization, etc., it shall be managed as follows.

(a) In the case of a change of position and a contact information of the users due to a personnel reshuffle, or a change of user's last name, etc., which does not seem to affect the purpose and the conditions of use the provider organization, etc. has approved, the applicant shall immediately inform the provider organization, etc. by submitting the application form for requesting change of position, addressing information. The form will be set out by the provider organization, etc. referring to Appended Form 9.

(b) For changes other than (a) above, in general, the applicant shall be asked to re-submit the application form to be assessed again. In this case, the paid fee shall not be reimbursed.

If an applicant makes modifications to one of the items in the application, he/she can notify this in the application form for requesting change of entries (the form shall be set out by the provider organization, etc. referring to Appended Form 11; the same shall apply hereafter) (except for the change of the extension of the duration of use).

When the provider organization, etc. receives the notification for the change of entries, it shall conduct an assessment on it according to No.8-3 and notify to applicant of the result of the assessment by a notice of approval or a notice of disapproval, in format of which is set out by the provider organization, etc. referring to Appended Form 12 and 13.

2) Change of Users

The change of users shall be handled as follows:

(1) Elimination of a user

When a person is eliminated from the list of users, the applicant shall submit the application form for requesting change of entries in the application. If the user who is being eliminated has been using anonymized data already, the applicant shall manage the data properly until the time the data is returned to the provider organization, etc. and return it with other anonymized data at the time scheduled for return based on No.16.

(2) Addition of a user

When it becomes necessary to add a user, the applicant shall submit the application form for requesting change of entries in the application. The provider organization, etc. conducts an assessment regarding the appropriateness of the reason for the addition based on No.8-3(16) and notifies the result of the assessment according to No.10.

After the notification, the anonymized data shall be provided following acceptance of letter of request of anonymized data and written oath (for additional persons only).

The applicant must pay the fee in the total amount mentioned in No.9 (b)-(d).

(3) Replacement of a user

When a user is to be replaced, the applicant shall submit the application form to request to change of entries in the application. The provider organization, etc. conducts an assessment of the appropriateness of the reason for the replacement and notifies the result of the assessment according to No.10.

When the replacement is considered as appropriate and the number of files for use does not change from the original application, the replacing person is approved to use the data once the written oath (for the replacing person only) is submitted.

This treatment is only applicable when there is absolutely no change in the sections of purpose of use and other items, etc., other than the section pertaining to the users to whom the data is provided (if there is a change in these items, the applicant shall make an application for anonymized data again).

3) Extension of the Duration of Use

(1) Submission of the application for extended duration of use

When an applicant wishes to extend the duration of use for inevitable and rational reasons, he/she shall submit an application form which describes the reason for the extension and the extension duration at minimum necessary. The form is set out by the provider organization, etc., referring to Appended Form 10. When the purpose of use is academic research or higher education, approval can be given for one extension only, and this fact shall be advised to the applicant when the application is made.

However, when the purpose of use is a project to utilize statistics for international comparison, no limit is set for the number of approvals for extension since the duration of the project is expected to be long.

(2) Assessment Criteria on the application for extension of use

When an application for extension of use is submitted, the provider organization, etc. shall conduct an assessment based on the following criteria. It has to fulfill all of following criteria to be approved.

- A reason that makes it considered inevitable to extend the duration of use is indicated rationally.
- There is no change in the purpose of use, members of the users, location, security requirement, etc., other than the duration of use.
- The extension duration is set to the minimum necessary judging from the reason for the extension.
- This is the first request for extension on the approved application (If the purpose of use is academic research or higher education, a further request for extension will not be approved—the applicant must make an application for anonymized data all over again.)

(3) Notice of approval/disapproval from the provider organization, etc.

Provider organizations, etc. shall notify the applicant when it approves the application for extension. In this case, a change of the timing for submitting a performance report can be admitted together.

When disapproving the application, the applicant shall be notified of the decision and the reason. In this case, the applicant shall complete the required procedures, such as returning the anonymized data, deleting the anonymized data and the intermediate products, etc. saved on the computers and submitting a usage and a data management report by the expiration of the duration of use.

(4) Procedures to follow upon an approval of the extension

Upon the approval of the extension, if corrections in the terms of use (user policy) or the written oath are necessary, the applicant shall be asked to submit the necessary document again.

No. 15 Restrictions on the Use of Anonymized Data

Users must manage the provided anonymized data appropriately based on Article 42 (1) (ii) of the Act and use the anonymized data and the statistics, etc. produced from the anonymized data within the scope of the purpose of use stated in the application based on Article 43 (2) of the Act. If the user desires to use the data for a purpose other than those mentioned in the request for anonymized data, a request to change entries in the application must be submitted and approved by the provider organization, etc.

The assessment criteria for the change of purpose of use shall follow No.8-3(11); however, the assessment is not required after the data management report is submitted.

No. 16 Management of Anonymized Data After Use

Once the duration of use of the anonymized data ends, the applicant shall delete or dispose of the anonymized data and intermediate products saved on memory devices, such as a hard disc, or output on a paper medium for tabulation, etc. After such measures are taken, the media shall be returned to the provider organization, etc. with a data management report the form of which the provider organization set out referring to Appended Form 14. The applicant shall return these by registered mail (the applicant covers the shipping cost) or directly to the office for provision.

No. 17 Publication of Research Results by the Applicant1) Publication of Research Results

(1) When the direct purpose of use is academic research, higher education or a project to utilize statistics for international comparison

The applicant shall publicize the results of the academic research, the contents of the higher education, or the outcomes of the project to utilize statistics for international comparison which were carried out using anonymized data, at the timing by the method mentioned in the application of anonymized data.

In the said publication, the applicant and the user shall clearly indicate the fact that they produced or processed statistics originally using the anonymized data and that those products are different from the statistics, etc. that the provider organization, etc. produces and publicizes.

(Sample: This is produced and processed originally making use of anonymized data of “XX Survey” (Ministry of YY) provided by the Ministry of YY (or National Statistics Center).

When the applicant cannot publicize the results, etc. by any method indicated in the application form since he/she originally planned to publicize the results, etc. in a journal

of scientific society but did not pass the screening for that, he\she shall submit an application form requesting change of entries in the initial application, addressing the new publication method. After this procedure is completed, the applicant shall publicize their results, etc. After the publication, the applicant shall report about performance of their use (Appended Forms 15-1 to 15-3) set out in the Notification of the MIC.

(2) When the direct purpose is a project to utilize statistics for international comparison to produce and provide international comparative statistics

The applicant shall publicize the status of use, such as the frequency of comparative statistics making use of the anonymized data, in every period determined by the provider organization, etc. by the method stated in the application.

In addition, after every publication, the applicant shall report the performance of use to the provider organization, etc. using the form set out in the Notification of MIC (Appended Forms 15-1 to 15-3).

2) Management in Cases where Results Cannot Be Publicized

When the results of academic research cannot be publicized due to the death of the applicant or user, dissolution of the corporate body, cancellation of a research plan, etc., it needs to report to the provider organization, etc. about the progress status of the research, and the reason that the result cannot be publicized in a usage performance report.

3) Limit on the Use of the Product

Use (including use for profit-making) of a product, including a statistical product that was not publicized by the method mentioned in the application shall not be permitted since it is against the object of the Act, the fundamental principles of which is public benefit.

If an applicant uses the data in such a way, it falls under the inappropriate use of anonymized data mentioned in No.18.

No. 18 Countermeasures against Inappropriate Use of Anonymized Data

1) Penal Regulations in the Statistics Act

Article 61 (3) of the Act provides penalties when a person who has received anonymized data or a person entrusted with the work concerning the handling of anonymized data has transmitted the data or misappropriated the data for the purpose of acquiring a wrongful gain for himself/herself or a third party. When these provisions are violated, the penalty shall be applied on the individual who made a violation.

2) Coordination between the MIC and another Provider Organization, etc.

When a provider organization, etc. decides to apply penalties, such as the cancellation of the provision or setting the period of suspension of use, or otherwise considered necessary after they judged that the user of anonymized data or the interested party has

committed a violation of the laws and regulations, or a breach of contract or when it suspects such violation, it shall report the fact to the MIC.

Also, a report by an entrusted incorporated administrative agency, etc. to the MIC pertaining to an individual operation shall be submitted through the provider organization that entrusted the said operation to the agency (related section: No.3-4 (1)).

When the MIC receives a report related to a violation from a provider organization, etc., it shall share the information about the said report and penalty to the other provider organizations, etc. and take necessary measures so that the same suspension of period of use is enforced at all provider organizations, etc.

3) Breach of Contract

(1) Elements

The provider organization, etc. shall take action to a person who committed any of the following violations of laws and regulations, or breached the contract (hereafter referred to as the “violator”), in consulting with the MIC and other provider organizations, etc. depending on the act of the breach.

Additionally, even if the violator is a user other than the applicant, the applicant may be treated as a violator from the judgment of the said case (e.g. management responsibility, etc.)

- (a) Not returning the anonymized data, etc., by the deadline
- (b) Exposing the data to the risk of a security accident due to use of the anonymized data under conditions other than those specified the stated in the application.
- (c) Losing the anonymized data
- (d) Leaking the anonymized data
- (e) Using the anonymized data for the purposes other than those specified in the application
- (f) Others (action other that was laid down above such as violation of laws and regulations, breach of contract, or actions that impair the trust from the citizens)

(2) Procedures against violations

- (i) When a provider organization, etc. have found the occurrence of (1) (a)–(f) above as a violation of laws or a breach of contract, it shall contact the applicant promptly and, in principle, required to terminate the data use, return the data and delete the transcribed data and it shall report to the MIC about the contents of the violation and the status of the measures taken.
- (ii) When the MIC receives the report regarding (i) above from a provider organization, etc., it shall promptly inform about that to all other provider organizations, etc.
- (iii) When the other provider organizations, etc. receive the above information from the MIC, they shall check the record of provision of other questionnaire information or anonymized data to the violator. If they find that they have provided other anonymized data, questionnaire information based on Article 33 of the Act or results of the production of statistics by entrustment based on Article 34 of the Act

to the violator, it shall promptly check the institutional arrangements of the management and its status, etc.

(iv) Regarding the violations in (1) (a)–(f), the provider organization, etc. shall take the measures listed below and report the status of the measures taken to the MIC.

(a) When the applicant or user has not returned the anonymized data, etc., by the deadline

Provision of other questionnaire information and anonymized data is suspended until the data is returned. From the day the data is returned, the provision of other questionnaire information or anonymized data and production of the statistics by entrustment based on Article 34 of the Act will be suspended for as long as the period from the expiration of the duration of use to the day the data is returned.

(b) When the applicant or user has used the anonymized data under different security conditions from those specified in the application and exposed the data to the risk of a security accident

According to the period for which the nomination is suspended when a false proposal is made upon the signing of a contract, the provision of the anonymized data is suspended for 1–6 months depending on the degree of false representation.

Also, during the same period, provision of other questionnaire information and production of the statistics by entrustment based on Article 34 of the Act are suspended, too.

(c) When the applicant or user has lost the anonymized data

If the assessment requirement is fulfilled, the lost of data is unlikely to occur, basically. Therefore, if it is a user's fault, it is determined as the same level of violation as the violation in (b) above, and the provision is suspended for 1–6 months depending on the extent of the loss of anonymized data.

Also, during the same period, the provision of other questionnaire information and production of the statistics by entrustment based on Article 34 of the Act are suspended, too.

(d) When the applicant or user has leaked the anonymized data

Since there is a considerable possibility that the people's trust in the system will be impaired, the provision is suspended for 1–12 months, referring to the period in which nominations are suspended in a case where a private entity committed a similar accident regarding entrusted tabulation work.

Also, during the same period, the provision of other questionnaire information and production of the statistics by entrustment based on Article 34 of the Act are suspended, too.

(e) When the applicant or user used the anonymized data for other purposes

Since it falls under the violation of laws that severely impairs the citizen's trust in the system, a prohibition against submitting an application for anonymized data is imposed for 1–12 months, referring to the suspension period of designation when a private entity has made a similar use other than for the intended purpose when tabulation is entrusted to a private entity.

Also, during the same period, the provision of other questionnaire information and production of the statistics by entrustment based on Article 34 of the Act are suspended, too.

(f) Others

To the applicant or users who have committed a violation of law, a breach of contract or taken an action that impairs the citizen's confidence, the prohibition of provision of the data is imposed referring to (a)–(e) above and suspension of nomination for outsourcing.

Also, during the same period, the provision of other questionnaire information and production of the statistics by entrustment based on Article 34 of the Act are suspended, too.

(v) When the MIC receives the report mentioned in (iv) above, it shall promptly inform and share the said information to all other provider organizations, etc., and the other provider organizations, etc. shall take the measures described in section (iv) above.

(vi) Also, these measures of prohibition of provision shall be applied to an application by violators (including another request for anonymized data that has already been submitted or will be submitted by the violator) as well as an application submitted by a person other than violators but for which the list of users includes a violator.

Additionally, the same shall apply to the case where a corporation or other organization is requesting use of the data if there is a violator in the corporation or organization.

4) Coordination with Other Systems

An application for anonymized data on which a sanction is imposed to prohibit providing anonymized data under the provision of questionnaire information based on Article 33 of the Act and the provision of anonymized data based on Article 34 of the Act shall not be accepted during the period of the sanction.

5) Application of the Whistleblower Protection Act

The Act is subject to the Whistleblower Protection Act (Act No. 122 of 2004), and when a worker reports an illegal act, he/she is protected from disadvantageous treatment, such as dismissal, based on the Whistleblower Protection Act.

Administrative organs (*5) shall take appropriate measures, such as developing rules and designating a contact point, based on the Whistleblower Protection Act and related guidelines, etc.

(*5) Note that independent administrative agencies are not included in the “administrative organs” in Article 2 (4) of the Whistleblower Protection Act.

No. 19 Preparation and Submission of Performance Report

1) Submission of a Performance Report, etc.

Based on Article 16 of the Ordinance for Enforcement, an applicant shall report, (a) if it is for academic research, an outline of the outcomes, including the publications,

promptly after the publication of the results of the said research (within 3 months), (b) if it is for higher education, the status of implementation promptly after the completion of said educational program (within 3 months), or (c) if it is for a project to utilize statistics for international comparison, the status of implementation promptly after the publication of the utilization results or provision status (within 3 months), to the provider organization, etc. using the usage performance report (Appended Forms 15-1 to 15-3) defined in the Notification of Ministry for Internal Affairs and Communications.

When the results of academic research cannot be publicized due to a truly inevitable reason, such as a death among the applicant or the user, dissolution of the corporate body, or cancellation of the research plan, the applicant and the joint users shall describe the reason in the usage performance report and submit it.

In addition, based on a request from the Minister for Internal Affairs and Communications, based on Article 55 of the Act, the provider organization, etc. shall submit a report to the MIC every 12 months which reviews all of the performance reports and the applications for requesting anonymized data that were submitted in the year.

Moreover, based on Article 14 of the Ordinance for Enforcement, the provider organization, etc. shall disclose the information stated in the performance reports, such as the applicant's name and organization, the title of the questionnaire information used, and the title of the academic research or higher education, on their website, etc. as needed.

2) Process at the Entrusted Incorporated Administrative Agency, etc.

The performance reports that entrusted incorporated administrative agencies receive are communicated to the provider organizations, i.e. the consignor that entrusted the work, and the said provider organization shall report to the MIC.

3) Reports from the MIC to the Statistics Commission

The MIC shall review the performance reports that have been submitted from provider organizations, etc. to, reports the results to the Statistics Commission. According to necessity, the MIC shall publicize the result of the usage of anonymized data on its website, etc.. In that case, the MIC shall pay attention to the confidentiality of the applicant and manage the information accordingly.

No. 20 Effective Term of the Guidelines

These guidelines, revised on August 31, 2012, are in effect from the same day.

[List of Attached Material]

(Appendices)

- Appendix 1 Concept of anonymization
 Appendix 2 Techniques of anonymization
 Appendix 3 Standard of anonymization

(Appended Forms)

- | | |
|-----------------------------|---|
| Appended Form 1 | Checklist (For surveys on households and individuals) |
| Appended Form 2 | Checklist (For surveys on corporations and establishments) |
| Appended Forms 3-1 to 3-3 | Request for anonymized data [Prescribed form] |
| Appended Form 4 | Notice of approval [Prescribed form] |
| Appended Form 5 | Notice of disapproval [Prescribed form] |
| Appended Forms 6-1 to 6-3 | Letter of request for anonymized data provision |
| Appended Form 7 | Terms of use for anonymized data [Prescribed form] |
| Appended Form 8 | Written pledge on terms of use [Prescribed form] |
| Appended Form 9 | Report of change of attached organization [Prescribed form] |
| Appended Form 10 | Request for extended duration of use for anonymized data [Prescribed form] |
| Appended Form 11 | Request to change entries in a request for anonymized data [Prescribed form] |
| Appended Form 12 | Notice of approval of a request to change entries in a request for anonymized data [Prescribed form] |
| Appended Form 13 | Notice of disapproval of a request to change entries in a request for anonymized data [Prescribed form] |
| Appended Form 14 | Data management report |
| Appended Forms 15-1 to 15-3 | Usage performance report |

(Reference)

- Statistics Act (Extract)
 Order for Enforcement of the Act (Extract)
 Ordinance for Enforcement of the Act (Extract)

(Note) Appendices (Forms, etc.) are omitted from this report.

For the complete version with appendices, please visit the website for the Ministry of Internal Affairs and Communication (MIC).

(MIC Homepage: <http://www.stat.go.jp/indez/seido/houki.htm>)

* The version on the website is in Japanese only.

