*1(4)*

**Ordering register data**

**for research or statistics purposes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | The project must include the following documents with the form:   * Any application for ethical review, annexes, and  any supplemental documents * Decision from the Swedish Ethical Review Authority * Research / project plan   List of variables in Excel format, see template at  <https://www.scb.se/vara-tjanster/bestalla-mikrodata/> | |
| **INFORMATION ABOUT THE ORDER**  **1. Project title** | | | | |
| **Title** | | | | |
| **2. Has data been ordered for this project before?** | | | | |
| **Yes** | | **Order /product number for the most recent order 2**xxxxxx/8xx xxx-x | | **No** |
|  | | **If relevant, MONA project number** Pxxxx | |  |
| **3. What does the order concern?** | | | | |
|  | **Research purposes** | | | |
|  | **Statistics purposes** | | | |
| **4. Information about the entity responsible for the research/recipient authority/organisation**  Entity responsible for the research refers to the government agency, or physical or legal person in whose organisation the research is being carried out. Statistics Sweden only delivers data to the entity responsible for the research.  For data released for statistics purposes, the recipient authority/organisation is to be specified. | | | | |
| **Organisation** | | | | **Corporate ID number** |
| **Department/Unit** | | | | |
| **Authorised representative for the entity responsible for the project** | | | | |
| **Contact person (if other than authorised representative)** | | | | |
| **E-mail address** | | | | **Telephone** |

|  |  |  |
| --- | --- | --- |
| **5. Invoice details**  \*Required fields | | |
| **Organisation (if other than above)** | | **Corporate ID number (if other than above)** |
| **Department /Unit (if other than above)** | | |
| **Invoice reference\*** | | |
| **Invoice address (street/P.O. Box)** | | |
| **Postal code** | | **City** |
| **CONFIDENTIALITY**  **6. What confidentiality provision will the ordered data be subject to at the recipient?** Please check with your legal unit to ensure your reply. | | |
| **Research purposes** | | |
|  | **Chapter 24, Section 8 of the Public Access to Information and Secrecy Act**  (secrecy transferred under Chapter 11, Section 3 of the Public Access to Information and Secrecy Act) | |
|  | **Other confidentiality provision**  **Please specify:** | |
|  | **The requested data will not be subject to any confidentiality provision**  If the data will be released to a researcher working at an independent organisation  not subject to the provisions in the Public Access to Information and Secrecy Act. | |
| **Statistics purposes** | | |
|  | **Chapter 24, Section 8 of the Public Access to Information and Secrecy Act**  (statistical confidentiality) | |
|  | **Other confidentiality legislation**  **Please specify:** | |
|  | **The requested data will not be subject to any confidentiality provision**  If the data will be released to a recipient working at an independent organisation  not subject to the provisions in the Public Access to Information and Secrecy Act. | |

*2(4)*

|  |  |
| --- | --- |
| **PROJECT DETAILS**  **7. What data sources are needed to create the study population?** | |
|  | **Registers held at Statistics Sweden** |
|  | **The project intends to submit the population (incl. own data)** |
|  | **Other register holders** |
|  | **National Board of Health and Welfare**  **Quality registers**  **Other authority/organisation Please specify** |

|  |  |  |  |
| --- | --- | --- | --- |
| **8. Study population** Describe the study population in detail, with inclusion and exclusion criteria, and time periods. Also, describe any supplemental populations. | | | |
| **Describe the study population:**    **If an ethical review application is included, state the page/section where the study population is described:** | | | |
|  | | **Case-control population (from which Statistics Sweden will retrieve the control population)** | |
|  | | **If an ethical review application is included, state the page/section where the case-control population is presented** | |
|  | | **Related persons to be added to the population**  **Parents**  **Children**  **Siblings**  **Spouse/Cohabitant/Partner**  **Other relatives, please specify**  **If an ethical review application, is included, state the page/section where it is indicated that register data for the related persons listed above is to be added to the study population. If the register data will only be added to a subset of the population/supplemental population, please specify this in an annex.** | |
|  | |
|  | | **Other supplemental population**  **Describe the supplemental population:**    **If relevant, state the page/section in the application to the Swedish Ethical Review Authority in which the supplemental population is presented, and that register data for this supplemental population will be added to the study population.** | |
| **If possible, estimate the number of individuals in the total population (including any controls)** | | | |
| **9. For projects with an approved ethics review, from which groups of variables that include  sensitive personal data will the project order data?** When a project includes variables that are considers sensitive, Statistics Sweden examines the support for the project as a whole. This means that data that is not considered sensitive must also be included in the application to the Swedish Ethical Review Authority. The information listed below is considered sensitive and, if it forms part of the project, this must be indicated in the application. Writing that socioeconomic data or income data will be included is insufficient. | | | | |
| **Variable groups** | | | | **Fill in the page/section in the application where this is described** |
|  | | **Union affiliation** | | **Page/section** |
|  | | **Membership in the Church of Sweden** | | **Page/section** |
|  | | **Care of children/close relative when there is a link to the relative** | | **Page/section** |
|  | | **Illness/Occupational injury/ Rehabilitation** | | **Page/section** |
|  | | **Sick leave compensation (early retirement)/  Activity compensation (temporary disability allowance)** | | **Page/section** |
|  | | **Annuity** | | **Page/section** |
|  | | **Other** | | **Page/section** |

*3(4)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **10. In what form does the project want to receive the data?** | | | | | | |
|  | **Using serial numbers** A link between the serial number and identity is saved for three months to allow for any corrections. | | | | | |
|  | **Using serial numbers, linked to a serial number key** | | | | | |
|  | **For future updating/supplementing in the project** | | | | | |
|  | **For translation of serial numbers to personal identity numbers at a later stage, for example review of medical records** | | | | | |
|  | **Fill in the page/section in the application to the Swedish Ethical Review Authority where use of a serial number key is justified** | | | | | |
|  | **Using identities** Note that data with identities is released very restrictively | | | | | |
|  | **Please justify** | | | | | |
|  | **Fill in the page/section where the need for using identities is justified in the application to the Swedish Ethical Review Authority** | | | | | |
|  | **Does the project intend to contact persons identified via Statistics Sweden's registers?** | | | | | |
|  | **Yes** | **No** | | | | |
| **11. Delivery format**  Statistics Sweden offers microdata delivery via various tools, such as Microdata Online Access (MONA). More information about MONA is available on our website. | | | | | | |
| **MONA** | | | **SAS** | **Tab-separated values file (TSV)** | **SPSS** | **STATA** |

*4(4)*

**12. Project end date**Date when the project is expected to end

|  |
| --- |
| **Date** |