

11.12.2023

Instructions for Statistics Finland's licencing service

Instructions for Statistics Finland's licencing service	1
1. New project and/or data extension	2
1.1 Identification	2
1.2 Selection of data files.....	2
Ready-made data	3
Cause of death data	3
Service data.....	3
Other data files	4
Addition of external data to FIONA	4
1.3 Application form.....	4
1.4 Applicants	5
1.5 Resources	6
1.6 Terms of use.....	6
1.7 Licence applicant's details	6
1.8 Invoicing details	6
1.9 Users of data	7
1.10 Purpose of use of the data.....	8
1.11 New data files from other actors	8
1.12 Further information	9
1.13 Appendices.....	9
1.14 Data-specific questions.....	9
1.15 Sending the application	11
1.16 Questions and complementary requests	11
1.17 Statistics Finland makes the decision	11
2. Continuation and/or changes in users	12
2.1 Catalogue	12
2.2 Filling in the application	12
3. Pledge of secrecy and/or remote access commitment	13
3.1 Pledge of secrecy	13
3.2 Remote access commitment	13

11.12.2023

1. New project and/or data extension

1.1 Identification

User licences are applied for using Statistics Finland's licencing service (<https://lupa.stat.fi/>).



[Home](#) [Catalogue](#)

[FI](#) [SV](#) [EN](#)



Welcome to Statistics Finland 's licensing service!

By logging in to this online application channel, you can make applications and commitments to Statistics Finland's Researcher Services. Individual customers can also submit a request for a death certificate for their next of kin. The Authorisation Service is accessed either via Haka, Suomi.fi, Edugain or Virtu/State Identification Service.

RESEARCH SERVICES: Before placing an order, check out our range of materials: [Data and their delivery modes](#)

A guide for researchers on how to use the authorisation service is available on our website: [Instructions for researchers](#)

There is a service break on the third Tuesday of every month between 7-12 o'clock.

Please log in.

Login

The identification for the licencing service is done either via Haka, Suomi.fi, EduGAIN or Virtu/State Treasury identification service. After the first login, you must always use the same identification method. Please note that not all browsers support all identification methods.

You can also browse the research data catalogue without identification by clicking on the Catalogue icon in the top left corner. However, you can submit your application only when logged in.

Once you have logged in, you can customise your settings by clicking on the icon in the top right corner displaying your username. In the settings, you can change the email address to which the licencing service will send notifications. Other details are automatically retrieved during identification.

1.2 Selection of data files

All data files that can be applied for are shown in the catalogue. The data files are divided into data used in the FIONA remote access system, data released to your own organisation and microsimulation. Select the data files under the correct category, as some of the data (data on causes of death and service data) can be used both via remote access, or released to your own organisation, and thus they are found under both categories. If you are not going to apply for a user licence for new data files, but you only want to add users to the project, see Section 2 of these instructions: Continuation and changes in users.

11.12.2023

0 resources in the cart

Apply for access

Search

Resource ↑

- ∨ Commitments

Confidentiality and Remote Access commitments
- ∧ FIONA

Data that has to be used over the FIONA remote access system

 - ∧ Ready-made

Ready-made research data modules that have compiled by Research Services

 - ∨ CONTINUOUS

The researcher can have access to ready-made modules and their future updates as long as the license is valid.
 - ∧ ONE-TIME

The researcher will have access to the versions of the data modules of the time of delivery (+ 1 year). The modules will not be updated.
 - ∨ EDUC

Education data modules

Ready-made data

Ready-made data are data already compiled by Statistics Finland, for which descriptions and lists of variables can be found in the Taika data catalogue. Ready-made data are total data, i.e. they are released for research use in the Fiona remote access environment in full and for them no target population is selected or no variable set is tailored on Statistics Finland's behalf.

Ready-made data are divided into continuous and not continuous (one-time). Not continuous data means data for which a project has a licence to the data folder for a year. After a year, the licence becomes invalid, and the project must copy the data to the W drive if they wish to continue using the data. Continuous ready-made data are updated every year or more frequently depending on the data, and an annual fee is charged for their use. For more information on ready-made data subject to a one-time charge and continuous data can be found at https://www.stat.fi/tup/mikroaineistot/aineistojen-ja-palveluiden-hinnat_en.html.

There are also external ready-made data files the application of which requires a user licence from external data suppliers. In the licensing service instructions are given separately on how to apply for a licence for these data files.

Cause of death data

Cause of death data are available for research use either in the FIONA remote access system, Findata's remote access system Kapseli or released to the researcher's own organisation. Select the correct version from the cause of death data to the cart either under the Fiona heading or under the Data to be released heading. As a rule, cause of death data are not released for research use as total data, but the data are always selected for the target population. Use the application form to report which cause of death variables you apply for to use in your research and where the target population of the survey comes from. If the target population of the survey is drawn from your organisation's database, the organisation's permission to use personal identity codes for the survey must be appended to the application.

Service data

The service data refer to certain anonymised data collected based on interview data collections.

11.12.2023

Other data files

Statistics Finland also has available many other variables that can be given for research use in Fiona. If you want to apply for a user licence for variables that do not belong directly to any catalogue category, select Custom-made data. Specify on the application form which variables you are applying for to use in your research or on which topic you are applying variables for if the exact variables are not yet known. The person processing the application will contact you related to the variables when the application is under processing. In addition, use the application form to notify where the target population of the survey comes from. If the target population of the survey is drawn from your organisation's database, the organisation's permission to use personal identity codes for the survey must be appended to the application.

Addition of external data to FIONA

If you wish to apply only for addition of external data to your data set in FIONA, select this product in the Catalogue. External data refer to data imported to FIONA from outside Statistics Finland and the use of which usually requires a user licence from an external party.

Commitments


The Catalogue also includes the Commitments category under which you can find all pledge of secrecy and remote access commitment forms. Commitments are applied for using a separate application form, so if you add both data and commitments to the cart, you will have to fill in separate applications for them.

If a member of your research group has not already submitted a necessary commitment, they will have to login to the licence service themselves, add the commitment to the cart and fill in the commitment as instructed. More information on commitments can be found in Section 3 of these instructions.

Add the data to the cart

Add the data for which a new user licence is applied for to the cart. Please note that you cannot use the same application for data to be used over FIONA remote access, data to be released to your own organisation or commitments.

Once all data files that are being applied for are added to the cart, click on the Apply button in the cart at the top of the page. The application form will open.

 5 resources in the cart	
Remote Access Commitment	Remove from cart Apply
Pledge of Secrecy	Remove from cart Apply
Household-dwelling unit data (FOLK_ASKUN_continuous)	Remove from cart
Students (EDUC_OPISK_continuous)	Remove from cart
Custom made data	Remove from cart
Apply for 3 resources as a bundle Apply	

1.3 Application form

You cannot modify the State section at top of the application form, as it is automatically updated later.

11.12.2023

You start filling in the application form in the Applicants section.

Remember to save an unfinished application about every 15 minutes. The application can be saved using the Actions section on the right-hand side of the page. Currently, the system logs out a user after a certain time limit, and the form is not saved automatically.

Fill in the application form carefully. After filling in all basic information, you will be asked to provide more detailed information about the data that you are applying for.

1.4 Applicants

You start filling in the application form in the Applicants section. The research project’s Principal Investigator (PI) must always be invited as a member of the application if the person is not the one filling in the application. Invited person can only accept the terms of use, the person cannot edit the application. Submit the application only after the PI has accepted the terms of use. You can save the application as a draft using the “Save as draft button” to wait for the PI to accept the terms of use.

When you add the email address of the person you want to invite as a member, the person will immediately receive an email from the licencing service. The email contains a link via which the person can access the service in order to view the application and accept the terms of use. The invited party needs to login to the system using his/her own identifiers.

11.12.2023

1.5 Resources

Check that all the data you are applying for are correct. You can still remove or add resources at this stage. If you want to add something, just click on the field and select the resource from the drop-down menu or enter a part of the name of the data or commitment in the field and select the one you want from the resources suggested. If you make changes to the resources, remember to click on the Change resources button at the end to save your changes.

Resources

Custom made data

Household-dwelling unit data (FOLK_ASKUN_continuous)

Students (EDUC_OPISK_continuous)

Change resources...

1.6 Terms of use

If the person filling in the application and the project's Principal Investigator (PI) are different people, they both must accept the terms of use. The PI must also notify the research group of the terms of use and the rules of the Research Services. The terms of use are easy to read and save on your own computer by opening the link in a new tab and saving the file in PDF format.

Terms of use

[Data protection for Remote Access](#)

[Rules of Statistics Finland's Research Services](#)

[The principal investigator's affirmation of the information on the application](#)

Accept the terms of use

1.7 Licence applicant's details

Enter the information of the researcher in charge of the project. The licence applicant, or the researcher in charge, is usually the same throughout the life cycle of the research. However, if the researcher in charge changes, the new researcher in charge can be given here as a licence applicant. In such cases, the change needs to be confirmed by the previous researcher in charge if the new researcher in charge was not previously included in the user licence. The confirmation is obtained by inviting the previous researcher in charge to be a member of the user licence (that person must accept the terms of use) or if the previous researcher in charge can no longer be reached, the organisation's person in charge can confirm the change. In such cases, that person must be invited to be a member of the application and accept the terms of use and write a note about this in the message field of the application.

1.8 Invoicing details

The invoicing address and reference information are given here. As a rule, the invoice is sent as an online invoice from Statistics Finland's financial administration, which means that online invoicing information need not be reported again if the invoices previously received from Statistics Finland have had the correct information.

As for invoicing details, the applicant can choose the invoice payer from three options.

Applicant/applicant's organisation – address information the same as above:

- Enter the OVT code starting with 0037 in the field Online invoicing address.
- Enter the operator code of the online invoice using either the operator's name or code.
- Enter the identifier you want to be displayed on the invoice in the field Own reference (max. 35 characters).

11.12.2023

- In case of a foreign customer, enter the VAT code of the foreign invoicing customer (if the organisation code has not already been entered in the application).

Applicant/applicant’s organisation – address information different from above:

- Enter the address details for the invoice in the fields Postal address, Postal code and Post office.
- Other fields as above.


Other payer:

- Enter the name of the invoiced customer organisation in the field Invoicing organisation.
- Other fields as above.

1.9 Users of data


First state whether the data files are used only in Finland or also abroad. If the project has researchers that use the data elsewhere than in Finland, use abroad must also be selected. It is not possible to use all data files abroad, and not all countries are included in the group approved for data security. To use FIONA from abroad, the research project must be connected to a Finnish organisation through the network of which the remote access connection is made.


Next, all new persons using your project's data files must be reported on the application form. If it is a new application, that is, the research project’s first application for licence to use statistical data, all persons using the licensed data and their organisations are recorded here. If it is an existing project to which new users are added, new users are entered here. Everyone using the data file/s must submit a pledge of secrecy if it has not been submitted before. The pledge of secrecy can be found in the Catalogue and every user must submit it personally by logging in to the licensing service and by filling in the form.


The data file will be used (*) 

in Finland
 abroad

Will this application add new users to the project? (*)

Yes 

Add here the details of all new data processors. 

First name	Last name	Organisation, department / unit (and country)
		

It is next asked on the licence application whether your project's FIONA remote access use contains material other than that subject to Statistics Finland's user licence.

- If it is a new project, answer “No” as you can report new data to be added to the project later in the application.
- If it is an existing project that has data other than those subject to Statistics Finland's user licence imported into FIONA for remote access use, answer “Yes”. Then you must submit updated user licences for these other data, which cover the new users that are to be added to the project. Please name the user licence files so that the organisation that granted the licence is mentioned in the name of the file, e.g. “Findata licence 2023”.
 - If the new users of the project do not use the FIONA remote access system, updated external licences must be submitted anyway, since external licences must cover all users of the project.

11.12.2023

- If the user licences of external parties cover the entire research group without naming individual researchers, submit the licences again here so that the information is communicated to the processor
- If user licences for external data have not yet been updated for new users, you should wait for updated licences/add new users to the project only when the licences have been received

Does your research project have data from outside Statistics Finland that are combined with Statistics Finland's data in FIONA? (*)

Yes

A user licence concerning all users of the project must be granted for external data exported to Fiona remote access projects. If necessary, search new user licences from other data suppliers and attach the licence documents here. Only submit your application when external licences can be submitted as appendices to the application.

Updated licences of other actors that have released data files (*) ⓘ

+ Upload an attachment ⓘ

If changes are made to the information of the users of an existing project or it is necessary to remove users from the project, record their information in separate fields shown on the form. The fields concerning changes and users to be removed are only displayed if another type of user licence application than “new application” is selected at the start of the application form.

1.10 Purpose of use of the data

State here whether the research project is a scientific study or a statistical survey. You can also report here if your research project is a thesis, i.e. for at least a Bachelor's degree. The user licence for a thesis is entitled to a reduced licence fee. However, if a thesis is produced as part of a larger project or several theses are produced within the project, it is not a thesis as intended in this application form but an ordinary research project.

Enter the name of the research or study in the field reserved for it and describe the research project in brief. The purpose of the description is to provide a general idea of what is studied and what Statistics Finland's data are used for in the research. Also record the desired validity period of the user licence in the field reserved for it. The validity period may not exceed five years at a time, which means that if your project continues for more than five years, an extension must be applied for at a later stage of the research.

1.11 New data files from other actors

Report here if with this application you want to add data files from sources other than Statistics Finland to the project's data set. Select the correct option from the drop-down menu and do as follows:

- If it is a completely new project, report here all data files from outside Statistics Finland with which Statistics Finland's data files are combined in your project. If your project plans to use data files in the FIONA remote access system, report here only those data files from other actors for which you already have a licence from an external party. Append these licences because user licences must be delivered to Statistics Finland for all those data files of other organisations that are used in the FIONA remote access system with the project's other data. Please name the user licence files so that the organisation that granted the licence is mentioned in the name of the file, e.g. “Findata licence 2023”.
- If it is an existing FIONA project, report here if you wish to add a mention of the new external party's data files to the user licence with this application. Submit here the user licence of the external party in question. Please name the user licence files so that the organisation that granted the licence is mentioned in the name of the file, e.g. “Findata licence 2023”.
 - External parties' data files reported earlier in Statistics Finland's user licence are maintained on the user licence for your project.
- If it is a new or existing project whose data have been released to your own organisation or for use in Findata's remote access system Kapseli, report new external parties' data files to be added to Statistics

11.12.2023

Finland's user licence as part of your data set. Licences need not, however, be delivered to Statistics Finland, but researchers themselves make sure that all user licences are valid.

- If it is a FIONA project but there is not yet a licence for external data, the data in question must be left out from the licence application or the licence application sent to Statistics Finland only after the licence for external data has been received.

Do not send personal identifiers/personal identity code lists as appendices to the application. The person processing the application gives instructions on how to submit personal identifiers and your own data once the licence has been accepted.

In the end, state whether the project already uses survey data or if survey data are being added with this application.

1.12 Further information

You can indicate in which file format the new data files of your research project should be delivered. Reporting the file format here speeds up the work of the processor, which in turn eases the delivery of data files for your project.

You can also record additional information about your application in the open message field. For example, in case of a new FIONA project, it is useful to know whether you want to open the remote access project as soon as possible or wait for the completion of external data, for example.

1.13 Appendices

Name all attachment files in a descriptive way so that their content is clearly indicated by the name of the file.

A summary of the research plan or the plan of the statistical survey must be submitted in case of a new application or extension of data file. The research plan submitted for the extension of the data file may be an updated version of a previously submitted plan or a completely new one as long as the plan shows how the data files requested are to be utilised in the research.

The data protection description is required for new projects using data files to be released to your own organisation or in case of research utilising survey data. The data protection description must also be submitted if the data file to be applied for is the universities' application register, i.e. the EDUC VIRTIA ready-made data module.

If the research project uses data released to its own organisation abroad, a free-form report on the use of the data to be released abroad must be appended to the application.

Research projects utilising extensive data concerning offences and specific categories of personal data must submit a data protection impact assessment (DPIA) form appended to the application.

Research projects using survey data must provide a model of the respondents' information sheet, which must indicate which data files were reported to be combined with the survey data.

1.14 Data-specific questions

At the end of the application you find questions about the data files you selected from the Catalogue for which you are now applying for a user licence from Statistics Finland. The questions have been titled based on which data file they concern. Please answer these questions carefully as well.

Tailored research data

You can either submit the variables applied for as a separate appendix or list them in the text field on the application. If you are not sure which variables you want to apply for exactly, describe your data needs as precisely as possible here.

Also specify here the target population of the research for which variable data are selected. If the target population is drawn outside Statistics Finland, e.g. in your own organisation, please attach the licence of the organisation concerned for the use of the target population in your research.

11.12.2023

Custom-made research data


Tailored research data refer to a set of variables that is drawn for the target population of the survey for certain years. Tailored research data are not updated automatically, but the data for new years are updated through the user licence update.

Select how you will submit the list of variables to be extracted by Statistics Finland (*)

Variables are listed below ▼

List the variables to be drawn for the research data (*)

Data are requested for the year / years (*)


What is the target population of the research? (max 200 characters) (*) 

Select how the target population is formed (*)

The target population's personal identification numbers will be submitted to Statistics Finland (NBI must not be submitted in connection with the application) ▼

Where was the target population drawn? (*)

Please attach here the permission from a third party to use the target population in the research (*)

+ Upload an attachment 

Ready-made data

You must affirm that your research project will use the ready-made data appropriately.

Ready-made data files

-

I declare that I need the complete data or that I will use only the data I need from the Ready-Made Data module. (*)

Cause of death data

You can either submit the variables applied for as a separate appendix or list them in the text field on the application. If you are not sure which variables you want exactly, describe your data needs as precisely as possible here.

Also specify here the target population of the research for which variable data are selected. If the target population is drawn outside Statistics Finland, e.g. in your own organisation, please attach the licence of the organisation concerned for the use of the target population in your research.

11.12.2023

Cause of death data (Fiona)

What cause of death data are requested? (*) ?

Attach a list of requested cause of death data

+ Upload an attachment ?

For which year(s) are data requested? (*)

Select how the target population is formed (*)

The target population is submitted to Statistics Finland (NBI Must not be submitted in connection with the application) v

Where was the target population drawn? (*)

Attach a data permit from the organisation that draws target population identifications. (*)

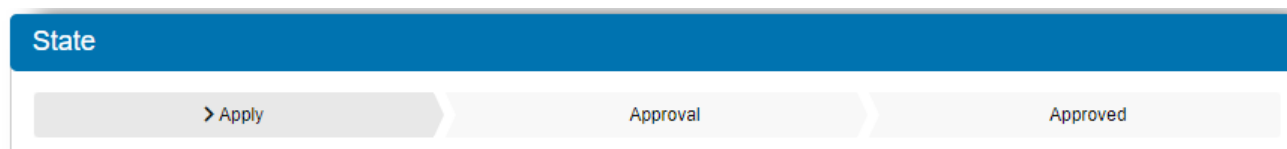
+ Upload an attachment ?

1.15 Sending the application

Once all information is entered, click on the button Send application under the Actions section on the side of the application form.

Statistics Finland will add a U code to the application once it has reviewed the application and moved it to the queue to wait for processing.

You can follow the processing of your application in the State section below.



You receive an automatic email from the licencing service once the state of your application changes to Approved.

1.16 Questions and complementary requests

Statistics Finland can ask you to complement your application or request for clarifications related to the application. If any complements are required, you receive an email with a link to the licencing service. Complement your application in the licencing service. Once this is done, submit the application again by clicking on the button Send application under the Actions section on the side of the application form.

1.17 Statistics Finland makes the decision

Once Statistics Finland has made the decision, you will be notified of this by email. The state of the application in the licencing service is changed to either Approved or Rejected. You will receive the decision in a separate email sent by the person who has processed your application.

11.12.2023

2. Continuation and/or changes in users

2.1 Catalogue

If you are only applying for a continuation or a change of users in the project, choose “ONLY continuation of licence and/or addition of user” from the Catalogue.

^ ONLY continuation of license and/or addition of user

No changes are made to the research data, this is only a request for an extension of the licence and/or a change to the users of the research data.

FIONA_ONLY continuation of license and/or addition of user

Released_ONLY continuation of license and/or addition of user

2.2 Filling in the application

Select “Change in users” and/or “Continuation of licence” at the beginning of the application form under Type of application. Also add the case number or project code (U code) of the latest user licence in the space reserved for it and give the name of the research project.

This application seeks a change to the period of validity of an existing licence granted by Statistics Finland and / or to the data processors.

Type of application (*) 

- Change in users
- Continuation of licence

Case or registration number of the previous licence (max 50 characters) (*) 


Name of the research or survey (*)

In the Licence applicant's details section, enter the name of the researcher in charge and organisation as well as the organisation's address information.

Report in the Invoicing details section if the invoice is delivered to somewhere else than to the organisation recorded above. The invoice is usually delivered as an online invoice. If the invoice is meant to be delivered to some other organisation or a private person, you can give the invoicing details by selecting “The invoice will be delivered to another address, report the invoicing details here”. Enter your own possible invoicing reference for the project in the space reserved for it.

If users are being added to the project, write them under Users of data. Add only the new users.

Will this application add new users to the project? (*)

Add here the details of all new data processors. 

First name

Last name

Organisation, department / unit (and country)

If there have been changes in the information of project users, or users need to be removed from the user licence, write the information in the separate fields intended for them.

When new users are added to a project, remember that:

11.12.2023

- If the project has access to data files from outside Statistics Finland, the user licences concerning them must be updated, because all users of the project must be mentioned in the user licences concerning external data.
- All new users must deliver their pledges of secrecy personally in the licensing service
- To add new users to the FIONA remote access system, new users must submit their remote access commitments personally in the licensing service.

If you use the FIONA remote access system, report all external data files that are connected to Statistics Finland's data files in your data set under Data of other actors in FIONA. If you are applying for an addition of users to the FIONA project, all licences to use external data files must be updated to cover new users as well and the licences must be delivered as appendices to Statistics Finland. Similarly, if you apply for an extension of the user licence and the external licences for data files in FIONA are ending, external licences must be updated and sent to Statistics Finland as appendices to the application. Please name the user licence files to be attached so that the organisation that granted the licence is mentioned in the name of the file, e.g. "Findata licence 2023".

If Statistics Finland's data files have been released to your own organisation or Findata's remote access system Kapseli, updated external licences need not be submitted here to Statistics Finland.

Be sure to **invite the Principal Investigator (PI)** to be a member of the application if you are not the PI yourself. The PI must agree to the terms of use before Statistics Finland can grant a licence. To invite the PI to become a member of the application, select "Invite member" in the Applicants section and fill in the name and email address of the responsible person.

3. Pledge of secrecy and/or remote access commitment

Each person handling research data must submit a pledge of secrecy if it has not been previously submitted. If the data are processed in the Fiona remote access system, processors must also submit a remote access commitment.

If you have not previously delivered commitments or your workplace has changed, select the appropriate commitment under Commitments in the Catalogue and place it in the cart and click Apply. Pledges of secrecy and remote access commitments are user-specific and not research-specific.

3.1 Pledge of secrecy

Every researcher submits their own pledge of secrecy, meaning that a pledge of secrecy cannot be filled in on behalf of another person. The researcher reads and approves the terms of use of the pledge of secrecy.

3.2 Remote access commitment

You need to invite the person responsible for remote access in your organisation (the person who signed the remote access agreement) as a member to the remote access commitment to accept the commitment and the terms of use. If you do not know who has signed the organisation's remote access agreement, you can ask your remote access organisation or Research Services, tutkijapalvelut@stat.fi.

First, fill in the remote access commitment and save it as a draft. Then, invite the organisation's responsible person to accept you as a new researcher in the terms of use. Send the application only after the responsible person has accepted the terms of use. If the responsible person has not accepted the terms of use, the remote access commitment will not be approved.

Statistics Finland can ask you to complement the commitment. If any complements are required, you receive an email with a link to the licence service. Complement your commitment in the licensing service. Once this is done, submit the application again by clicking on the button Send application under the Actions section on the side of the application form. You can see the message left to you at the top of your commitment under Events.

11.12.2023

When you have complemented your commitment as instructed, send the application again in the Actions section next to the application form with the Send the application button.