

5.12.2022

Instructions for Statistics Finland's licensing service

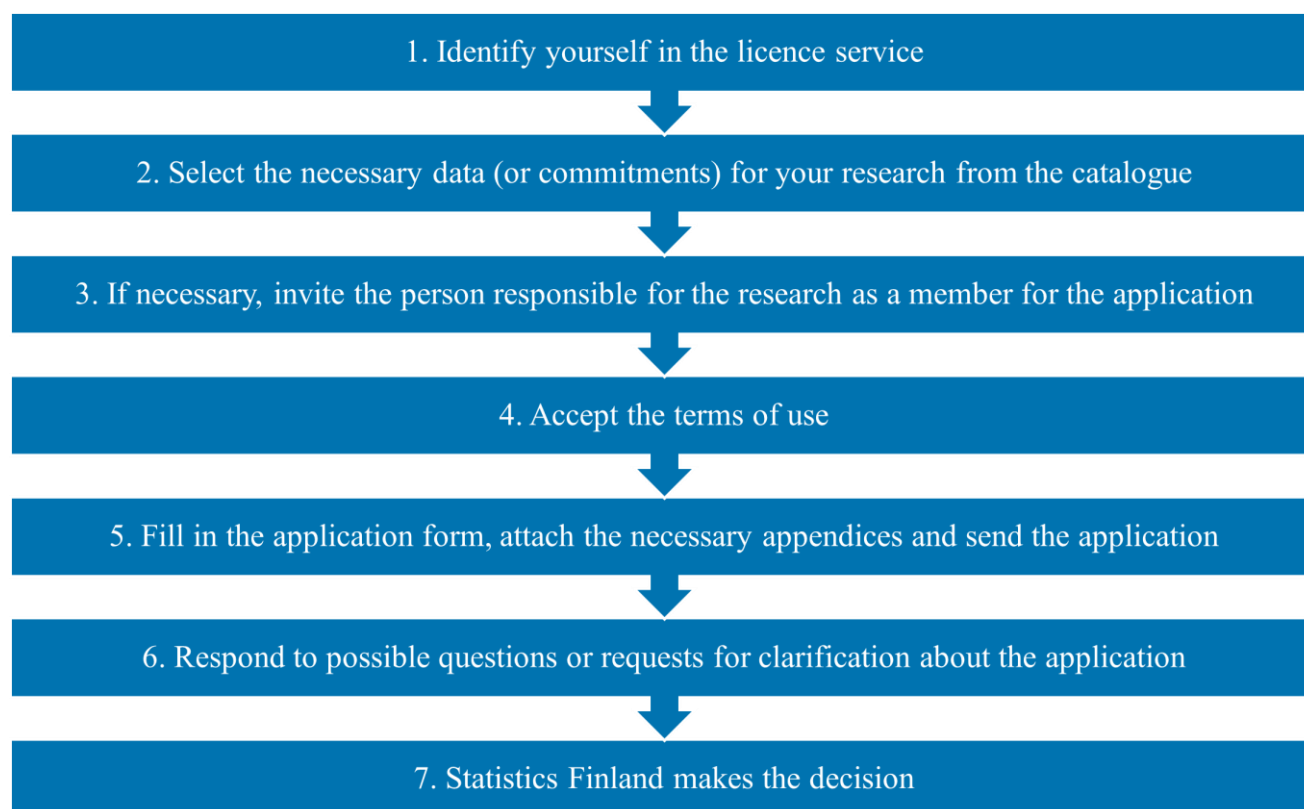
Contents:

1. New project and/or data extension
2. Continuation and/or changes in users
3. Confidentiality and/or remote access commitment only

1. New project and/or data extension

Applying for a user licence

Applying for a user licence includes the following steps:



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Identification

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

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

Statistics Finland

Welcome to Statistics Finland 's licensing service!

By logging in to this online transaction channel you can apply for a license to Statistics Finland's materials, apply for a license for microsimulation and submit your pledge of secrecy and remote access commitment.

Before placing an order, check out [our data selection](#).

Instructions for the licensing service can be found in the application manual on our website: [Instructions for the Statistics Finland's licensing service](#).

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

You log in and get identified through either Haka, Suomi.fi, Edugain or Virtu / State identification service.
Please log in.

[Login](#)

The identification for the licence 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 licence service will send notifications. Other details are automatically retrieved during identification.

Catalogue

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.

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 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 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.

Add all the data that are being 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.

The Catalogue also includes the Commitments category under which you can find all confidentiality 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. See section 3. for more information.

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.

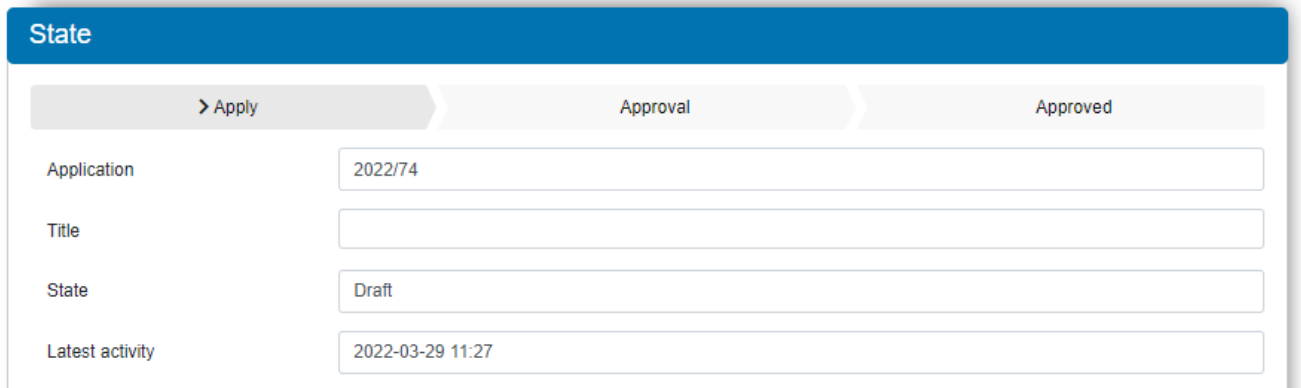
 3 resources in the cart

FIONA_Ready-made_EDUC_Higher education achievement register_continuous (EDUC_VIRTA_jatkuva)	<input type="button" value="Remove from cart"/>
FIONA_Ready-made_EDUC_Degree register_continuous (EDUC_TREK_jatkuva)	<input type="button" value="Remove from cart"/>
Apply for 2 resources as a bundle <input type="button" value="Apply"/>	
Remote Access Commitment	<input type="button" value="Remove from cart"/> <input type="button" value="Apply"/>

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Application form

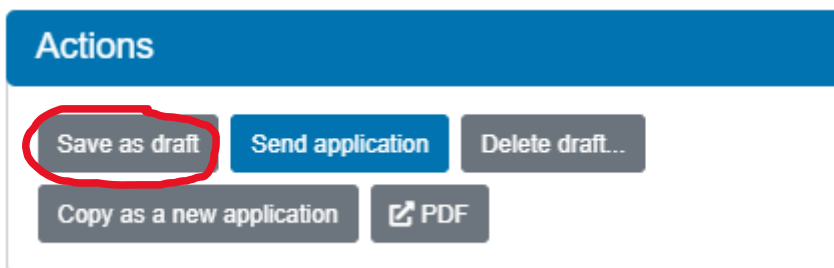
You cannot modify the State section at top of the application form, as it is automatically updated later.



State	
	> Apply
	Approval
	Approved
Application	2022/74
Title	
State	Draft
Latest activity	2022-03-29 11:27

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.



Actions	
Save as draft	Send application
Delete draft...	
Copy as a new application	PDF

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.

Applicants

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 can't 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 licence 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.

Resources

Check that all the data and commitments 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.

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Resources

FIONA_Ready-made_EDUC_Degree register_continuous (EDUC_TREK_jatkuva)

FIONA_Ready-made_EDUC_Degree register (EDUC_TREK)

[Change resources...](#)

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 Researcher Services. The terms of use are easy to save on your own computer by opening the link in a new tab and saving the file in PDF format.

Terms of use

The Principal Investigator must approve the terms of use in order for the project to use the materials. The Principal Investigator is obliged to ensure that other researchers in the project become acquainted with the rules and instructions of the Research Services.

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

[Data protection for Remote Access](#) 

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

[Accept the terms of use](#)

Licence applicant's details

Enter the information of the researcher in charge of the project.

Invoicing details

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).
- 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.

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Names of persons who will be processing the data

Enter here the details of everyone who will be processing the licensed data. The email address and phone number have to be the ones the person uses to log in to FIONA remote access system. If the person is not using FIONA remote access system, you do not have to enter the email address and phone number.

Everyone using the data file/s must submit a pledge of secrecy if such a pledge has not been submitted before. The pledge of secrecy is found in the Catalogue.

Data files from other actors

Enter all those organisations and data with which Statistics Finland's data files are to be combined in the project both for remotely accessed data and for data used at your own organisation. Copies for licences must be delivered to Statistics Finland for all those data of other organisations that will be used in the FIONA remote access system. If you have not yet got a licence for external data files, record this in the field The licence expires. If the licence for external data is granted after submitting the application, the licence must be sent by email to tutkijapalvelut@stat.fi. The email must include the U code of the project.

As for the data released to your own organisation, researchers should ensure that all licences are valid. In case of released data, you must submit to Statistics Finland a copy of the licence only from the organisation that possibly delivers a personal identity code list for data selection.

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.

Appendices

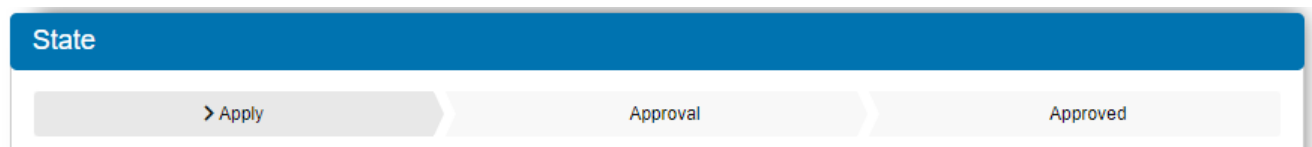
You must submit a summary of the research plan or statistical survey plan in the case of a new application or an extension of the data.

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 licence service once the state of your application changes to Approved.

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 licence service. Complement your application in the licence 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.

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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 licence 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.

2. Continuation and/or changes in users

Instructions changed on 1.12.2022.

If you are only applying for a continuation or a change of users in the project, choose “ONLY continuation of license 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

Select “Addition of user” or “Continuation of licence” under Type of application at the top of the application form if you are applying for a change in users and/or a continuation.


Type of application (*)


- New licence
- Extension of data file
- Addition of user
- Continuation of licence

Also add the reference number or project code (the U code) of the latest user licence in the appropriate field.

If you are adding users to the project, enter their details in the Participants to the data processing section. Only add new users.

Names of persons who will be processing the data

Add all those participating in the data processing. Note: Every participant in the processing of data must submit a pledge of secrecy. The pledge of secrecy can be found in the Catalogue on the home page of the licence service. 

 Show changes

First name	Last name	Department, organisation (and country)	Email address (of users of the remote access system)	Telephone number (of remote access system users)	Pledge of secrecy made (now/earlier)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add row x

If the project data is not in use in the FIONA data access system, the e-mail address and telephone number of the data processors do not need to be filled in.

The Intended use of the data can be filled in a narrow way: click on scientific study or statistical survey, fill in the name of the existing project and you can put e.g. "-" in the Description of the purpose of the data. Fill in the rest of the fields of the application correctly and attach any updated licences from other data providers. There is no need to resubmit the study plan or other previously submitted annexes.

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 e-mail address of the responsible person.

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3. Confidentiality and/or remote access commitment only

Each processor of research data must submit a pledge of secrecy if not submitted previously. If the data are processed in the Fiona remote access system, the processors must also provide a remote access commitment.

If you have not previously submitted a commitment or if your workplace has changed, please select the appropriate commitment under Commitments in Catalogue and click Apply. When you are submitting a remote access commitment, enter the U code of the project and/or the name of the research to which the commitment relates. This information is needed in order for the Research Services to know which application/issue the commitment concerns. Remote access and confidentiality commitments are still user-specific and location-specific, not specific to certain research.

Confidentiality commitment

Each researcher makes his/her own confidentiality commitment. The researcher must fill in the commitment and accept the terms of use. You don't have to invite the person in charge of the project to the confidentiality commitment. The researcher in charge of the project cannot fill in the commitment behalf of the project researcher.

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.