



RESEARCH DATA CENTER

accesso ai microdati per la ricerca economica

Annex B

Request to access the microdata produced by Banca d'Italia remotely or on-site at the labBI laboratory



BANCA D'ITALIA
EUROSISTEMA

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Introduction

Banca d'Italia authorizes the statistical processing of microdata only for scientific research purposes. Any and all other uses are prohibited, including for commercial purposes or profit. Data access is conditional upon submission of information on a research project and researchers confirming that their research objectives cannot be achieved using only the aggregate data already available.

The data can be processed using these two systems:

- a) a laboratory (safe room) at the Research Data Center (RDC) premises, in Via Nazionale 187 - 00184 Rome ([labBI](#));¹
- b) a remote processing system ([REX](#), Remote EXecution).²

Access to both systems is granted through user credentials (a separate set for each system), which are valid for five years.

This form contains two sections: the first one to activate the user credentials (User credentials request), the second one to submit the information on the research project (Data request).³ For each individual project, access to the microdata is granted for two years from the approval of the data request.⁴ You must promptly communicate any change in the information provided (telephone number, ID document details, research institute, etc...) to ricerca.microdati@bancaditalia.it.

¹ The RDC provides access to the microdata (which can be viewed by the researchers but with dummy identification codes) through a dedicated workstation without Internet access and with disabled USB ports. When the data processing is complete, the output is checked by RDC staff and released only if all confidentiality requirements are met.

² Remote EXecution is a system that allows easy processing of data remotely but does not allow researchers to view the database. The output of each data processing session is checked by RDC staff and released only if all confidentiality requirements are met.

³ If you have already been issued a set of credentials but want to submit information on a new project, please only fill in Section 2 of this form.

⁴ If the data access period is expiring and your research project has not been completed, you can ask for an extension. The Research Data Center will evaluate the request. If granted, the deadline may be extended for a maximum of one year and no more than twice (for a maximum total of four years).

Instructions

Who can request the microdata?

- Individuals working in academia (professors, post-doctoral students, PhD students, research fellows);
- Researchers at other national central banks or national and international research organizations;
- Undergraduate/graduate students (only for access through the REX system).

How do you obtain access to the microdata?

1. Fill in the request;
2. Sign (in writing or digitally);
3. Attach a copy of your ID, where required;
4. Send the request and any attachments via email to ricerca.microdati@bancaditalia.it.
Students must cc their thesis/dissertation supervisor in that same email.

User credentials request

Fill in all the fields below with your data. All the fields are required. Any changes must be communicated via email to ricerca.microdati@bancaditalia.it.

Data access system

Check the box for one or both systems

- Laboratory (*safe room* in via Nazionale 187 - Rome) (labBI)
- Remote EXecution (REX)

If you already have credentials for either or both of the systems above, skip to the section 'Data request'. If not, fill in the section below. If you have used the same email address to obtain user credentials for another system provided by Banca d'Italia (e.g. BDS, competitions platform, Infostat, etc.), specify the Username* already issued to you.

Personal data

- Surname
- Name
- Tax code
- ID document, type
- ID document, number
- Issued by
- Issued on

Attach a copy of an ID document to the request.

Contact information

- Email (with the dominion of your research organization)
- Mobile phone (necessary to receive the OTP for access to the RDC website) +
- *Username (only if already issued for another system)

Research organization

- University or research organization
- Position
- Name and email of your sponsoring professor or thesis/ dissertation supervisor (only for students)
- Website of the university or research organization

I hereby declare that I am carrying out a research project on behalf, and in the interest of, the research organization where I work/study (check the box)

Data request

If you already have one or more sets of user credentials, fill out the username field below (specifying for which tool, REX or labBI). If not, fill in the first section of this form to request one or more sets of credentials.

- Username

Title of the research project

Abstract and other information on the research project

Write a short description of the research project in the box below, or attach one to the request (maximum 2000 characters with spaces). Explain why the aggregate data provided by Banca d'Italia or other institutions cannot be used for this project and, hence, why you are requesting the use of granular data. List also the main variables of interest for the research project contained in the database requested.

If you need access to banking microdata, you need to confirm that they have been deemed relevant and necessary for your research project by your supervisor, in accordance with the internal rules of your research organization.

If other researchers have already been granted access to the data by the RDC for the same research project, only specify the project number.

Dataset

Check the datasets requested for this research project

- Survey of Industrial and Service Firms
- Survey on Inflation and Growth Expectations
- Business Outlook Survey of Industrial and Service Firms
- Italian Housing Market Survey. Short-term Outlook
- Survey on cross-border transactions in services by non-financial and insurance firms (direct reporting)
- Individual bank balance sheets for statistical purposes / Banking data ancillary tables
- Interest rates of Italian banks / Banking data ancillary tables

Access to the banking microdata through labBI is conditional upon an [agreement](#) (only in Italian) being entered into by Banca d'Italia and your organization. A list of the research organizations that have entered similar agreements with Banca d'Italia is available on the Bank's website at <https://www.bancaditalia.it/statistiche/basi-dati/rdc/accessomicrodati/index.html>.

Merging with external data (if required)

If you want to merge the microdata provided by the RDC with other data that you can lawfully share with Banca d'Italia, also fill in this [form](#) and send it to ricerca.microdati@bancaditalia.it, together with the information on the research project. However, merging with external data will only be permitted if the merged dataset does not contain variables with greater granularity than the original dataset made available by Banca d'Italia.

Additional contact (optional)

Please provide a mobile phone number and/or email address at which to contact you in case of problems, service disruptions or last-minute cancellations.

- Email
- Mobile phone

Terms and conditions of use

Please read the content below carefully and sign for acceptance (in writing or digitally).

- The user credentials issued to you are strictly personal and may not be given to or shared with any third parties;
 - the data and the results obtained from them are provided for statistical and economic analysis purposes; any commercial or for-profit use of the data and the results obtained from them is prohibited;
 - any attempt to re-identify the statistical units is prohibited;
 - being issued a set of credentials does not automatically entitle you to receive the data output requested; Banca d'Italia will only release the output if all the confidentiality requirements for the data used have been met;
 - the results of the research project must be disclosed or published exclusively in a way that does not allow statistical units to be identified;
 - in publications that refer to the results obtained from these data, you are required to cite the source ('Banca d'Italia, name of the dataset'); this shall not in any way imply the involvement of Banca d'Italia, given that the use of the data is under your full and sole responsibility;
 - you agree to notify Banca d'Italia, and send a digital copy, of any research work that uses the data provided by Banca d'Italia using the proper online form on Banca d'Italia's website;
 - Banca d'Italia may check the content of the output and keep it for an unlimited time.
- When accessing the data through labBI for granular data processing, you:
 - must follow the rules for the use of the workstations posted inside labBI and cannot download or copy the granular data, in whole or in part, or the intermediate results of their processing;
 - must refrain from any attempts to identify the reporting entities and from using any data or tools to facilitate identification;
 - must submit the output (i.e. the final and complete results of the granular data analysis and processing) for checks on the anonymity of the reporting entities to obtain its release; must use the granular data only for the purpose of carrying out the research project submitted and the analysis described therein.
 - When accessing the data through labBI for banking microdata processing, you must:
 - fully agree to the terms of the agreement between your research organization and Banca d'Italia;
 - agree to fulfil the obligations specified above and in article 2 of this agreement;

- acknowledge that any violation of such obligations shall result in denied access to the microdata made available by Banca d'Italia for the three years following the infringement, as well as in the consequences laid out in article 4 of this agreement.

I, the undersigned
this form is true and accurate

declare that the information provided in

For acceptance:

Date

Signature

Privacy policy

- In accordance with the provisions of European and national legislation on the protection of personal data, please note that Banca d'Italia, located at Via Nazionale 91, Rome, processes the personal data you provided with this form only for the purposes of managing your request to access the Banca d'Italia's wealth of statistical data, for identification purposes and for issuing the user credentials required.
- The data are processed electronically, using appropriate security measures to ensure the confidentiality of personal data and to avoid undue access to the data by third parties or unauthorized staff. The data will not be communicated or disclosed to third parties.
- The personal data collected will be kept for five years.
- The data may be disclosed to the Interim Head of the Statistical Analysis Directorate, which is the unit within Banca d'Italia that handles the requests for accessing Banca d'Italia's statistical data, and to the staff authorized to handle the processing.
- You may exercise all the rights recognized by the applicable law vis-à-vis the Data Controller (Banca d'Italia – Servizio Organizzazione – via Nazionale 91, 00184 ROME, email org.privacy@bancaditalia.it), such as the right to access your personal data, the right to the rectification, supplementation, erasure and anonymization of data, and the right to prevent unlawful processing. The Data Protection Officer for Banca d'Italia can be contacted at via Nazionale 91, 00184 Rome, or at the following email address: responsabile.protezione.dati@bancaditalia.it.
- By signing this form, you agree to the processing of your personal data under the terms specified above. You may withdraw your consent to the processing of your data at any time, without affecting the lawfulness of any processing carried out hitherto. Should you deem that your data have been handled unlawfully, you may lodge a complaint with the Italian Data Protection Authority (*Garante per la Protezione dei dati personali*).

Date

Signature