



**Statistics
South Africa**



The South Africa I know, the home I understand

SSI.PUB.002.02

Publications and Data Access Policy

March 2015

Direct any enquiries regarding this policy to:
Executive Manager: Publication Services
Stats SA, Private Bag X44, Pretoria, 0001, South Africa.

This done and signed in Pretoria on behalf of Statistics South Africa as the employer on the7th.....day of.....April.....2015.

Signature: _____


DDG: Corporate Services
As delegated by the Statistician-General

REGULATORY FRAMEWORK AND MANDATE

| |
|---|
| Regulatory framework |
| <p>The following provisions provide authority for this policy:</p> <ul style="list-style-type: none">(i) Constitution of the Republic of South Africa(ii) Statistics Act 1999 (Act No. 6 of 1999)(iii) Public Service Act No. of 1994 as amended(iv) Copyright Act (Act No. 98 of 1978)(v) Public Finance Management Act. (Act No. 1 of 1999 as amended by Act No. 29 of 1999)(vi) Electronic Communications and Transactions Act No. 25 OF 2002(vii) Promotion of Access to Information Act No. 2 of 2000(viii) Promotion of Administrative Justice Act No. 3 of 2000 |
| Mandate |
| <p>The policy aims to ensure legislative compliance on the promotion of access to information, whilst ensuring confidentiality of data collected for official and other statistics.</p> |
| Normative references |
| <p>Publishing procedures</p> |
| Policy Amendments |
| <p>This policy is an amendment to the Publications and Data Access Policy, which was approved by the Statistician-General on 31st July 2009.</p> |

| Distribution list |
|-------------------------------|
| All Executive Managers |
| Legal Services Unit |
| Policy Coordination Unit |
| Bargaining Chamber |
| Policy Coordination Committee |
| EXCO |
| Statistician-General |

Contents

| | |
|---|-----------|
| 1. Introduction | 6 |
| 2. Definitions and abbreviations | 6 |
| 3. Purpose and objectives | 8 |
| 4. Policy statement | 8 |
| 4.1 Publishable data items | 8 |
| 4.2 Development of a statistical publication | 8 |
| 4.3 Ownership of publications and products | 8 |
| 4.4 Access to data and unpublished data | 9 |
| 4.5 Employees contributing to publications in their official capacity as part of a collaboration agreement | 10 |
| 5. Role players and stakeholders | 10 |
| 5.1 Roles and responsibilities | 10 |
| 5.2 Delegations | 10 |
| 6. Controls | 10 |
| 6.1 Monitoring | 10 |
| 6.2 Reporting | 11 |
| 6.3 Evaluation | 11 |
| 7. Non-compliance | 11 |
| 8. Code of conduct..... | 11 |

1. Introduction

Statistics South Africa (Stats SA) is responsible for the collection, processing and analysis of official statistical information in the Republic. There are currently a number of publications published on business, household, individual vital registration statistics and other corporate publications and promotional material.

In publishing information and data, Stats SA is striving to abide by the principle of providing impartial access to statistical information. To this extent, no user will be given preference over other users in terms of time and level of detail of statistical data.

The Statistician-General approves all statistical products that employees develop on behalf of Stats SA, which in turn holds copyrights to such products.

2. Definitions and abbreviations

| | |
|----------------------|---|
| Copyrights: | an exclusive right given by law for a term of years to an author, designer, etc. for the production, in material form, of an original piece of work. This right is granted by the Copyright Act of 1968 as amended. |
| Data: | one or more record with values of attributes/variables of each unit of observation (person, household or unit of economic activity). This is an output of the statistical collection process as defined in Section 1(xv) of the Statistics Act of 1998. |
| Data owner: | the executive manager responsible for questionnaire design, collecting, processing and analysis of a survey or the executive manager responsible for receiving, processing and analysis of administrative records. |
| Information: | summary of data in forms such as frequency tables and/or text as envisaged in section 1(xvii) of the Statistics Act of 1998. |
| Embargo time: | the time of day and date on which a publication is released into the public domain. |
| Employees: | as defined in the Public Service Act of 1994 as amended. |

| | |
|---------------------------------|---|
| Published: | that which has been exposed to the public for access and usage. |
| Publications: | all Stats SA's products released into the public domain in accordance with the Statistics Act in print or electronic format. This includes, but is not limited to reports, releases, interactive datasets and promotional material. |
| Executive manager: | the executive manager designated to implement, monitor and review the data access and publications policy. |
| Return: | a document completed by a respondent, or an officer of Stats SA or another organ of state that produces statistics, for the purpose of producing official or other statistics. |
| PS: | Publication Services |
| SG: | Statistician-General. |
| Statistician-General: | is the head of Stats SA as defined in the Statistics Act (Act No. of 1999), hereinafter referred to as the SG. This includes an individual who is delegated to act in the capacity of the Statistician-General. |
| Statistics South Africa: | is a national government department as referred to in the Public Service Act, 1994; hereinafter referred to as Stats SA. |
| Unpublished data: | data that is not released into the public domain. |
| Virtual contact point: | Stats SA official/s who is/are identified in a publication, who is responsible for user queries. |

3. Purpose and objectives

This policy intends to guide, govern and protect the use of Stats SA's information and data on:

- 3.1 What data can be published;
- 3.2 Access to unpublished data; and
- 3.3 Ownership of products developed from unpublished data.

4. Policy statement

4.1 Publishable data items

- 4.1.1 The data owner shall determine the data items to which users will have access and the associated level of classification and precision.
- 4.1.2 In making the determination, the data owner shall take into consideration the requirement to retain confidentiality and accuracy.
- 4.1.3 Each statistical production area shall create a virtual contact point, in a manner defined by the responsible executive manager, for the purpose of attending to user requests.
- 4.1.4 Charges for information products shall be according to Stats SA's pricing policy.

4.2 Development of a statistical publication

All statistical publications shall be developed and compiled in accordance with standard operating procedures applicable to survey or administrative data.

4.3 Ownership of publications and products

- 4.3.1 Stats SA shall retain ownership and hold copyright to all its publications.
- 4.3.2 Stats SA shall retain ownership of products developed from its unpublished data.
- 4.3.3 All products derived from published data shall indicate the source of data as Stats SA and the producer of such products shall be the owner.
- 4.3.4 The work by any entity or individual outside the state involving Stats SA's unpublished data is owned by Stats SA.

4.3.5 Stats SA shall have the following categories of publications:

- Structural publications - regular statistics releases that usually form the backbone/structure of the organisation. This includes corporate publications;
- Specialised publications - reports, proceedings and research papers on specific topics. It is only in the case of these specialised publications that authors will be indicated in their personal capacity.
- Strategic publications - authority based researched organisational papers intended to either to guide the organisation or influence targeted stakeholders.

4.4 Access to data and unpublished data

4.4.1 Access to data or information that is already published shall not be restricted in any way. Thus, no permission from the Statistician-General shall be required to access the said data or information.

4.4.2 Access to unpublished data shall be limited to Stats SA employees for the purpose of carrying out their terms of employment.

4.4.3 Employees of Stats SA are not to make and retain copies of unpublished data for work other than that of carrying out their terms of employment.

4.4.4 Access to unpublished data by Stats SA employees for purposes other than carrying out their terms of employment shall be with the written permission from the SG.

4.4.5 Access to unpublished data by external parties shall be with the written permission from the SG.

4.4.6 In seeking permission for access to unpublished data for purposes other than releasing official statistics, the following shall be mentioned for consideration by the SG:

- i. Description of data required;
- ii. The purpose for which the data is going to be used;
- iii. Data items; and
- iv. Coverage period of the data.

4.4.7 In considering a request for access to unpublished data for purposes other than releasing official statistics, the SG shall give his written response within 14 calendar days.

4.5 Employees contributing to publications in their official capacity as part of a collaboration agreement

4.5.1 Employees of Stats SA may, on instruction of the SG, participate in collaboration projects and shall adhere to the following:

- i. In the event that the publication requires unpublished data, the employee should make the collaborating party aware of the clauses of this policy;
- ii. A person or institution designated by the SG has vetted the draft publication and recommended its publication; and
- iii. Employees responsible for the unpublished data utilised shall confirm in writing, the nature of unpublished data used in the said project.

4.5.2 Employees participating in such projects shall refrain from acting in a manner that compromises the integrity of Stats SA and shall not claim title to any intellectual property on such work.

5. Role players and stakeholders

5.1 Roles and responsibilities

5.1.1 The SG shall be responsible for granting approval for access to unpublished data.

5.1.2 The Executive Manager: Publication Services shall ensure that parties outside of Stats SA who request access to unpublished data are made aware of this policy.

5.2 Delegations

| Policy clause | Description | Role | Lowest rank of delegation | Remarks/Notes |
|---------------|----------------|------|---------------------------|--|
| All clauses | All paragraphs | None | None | By their nature, none of the roles referred to in this policy can be delegated |

6. Controls

6.1 Monitoring

The Publication Services Division shall monitor compliance with this policy.

6.2 Reporting

Publication Services Managers shall be required to report quarterly to the Executive Manager: Publication Services on the implementation of this policy.

6.3 Evaluation

The Executive Manager: Publication Services shall be responsible for evaluating this policy after it has been implemented to determine its relevance and effectiveness.

7. Non-compliance

7.1 This policy shall be complied with at all times.

7.2 Non-compliance to this policy shall be dealt with in terms of the Public Service Disciplinary Procedures.

8. Code of conduct

The Public Service Code of Conduct applies to this policy.

