

29.3.2022

Instructions for the Statistics Finland's licensing service

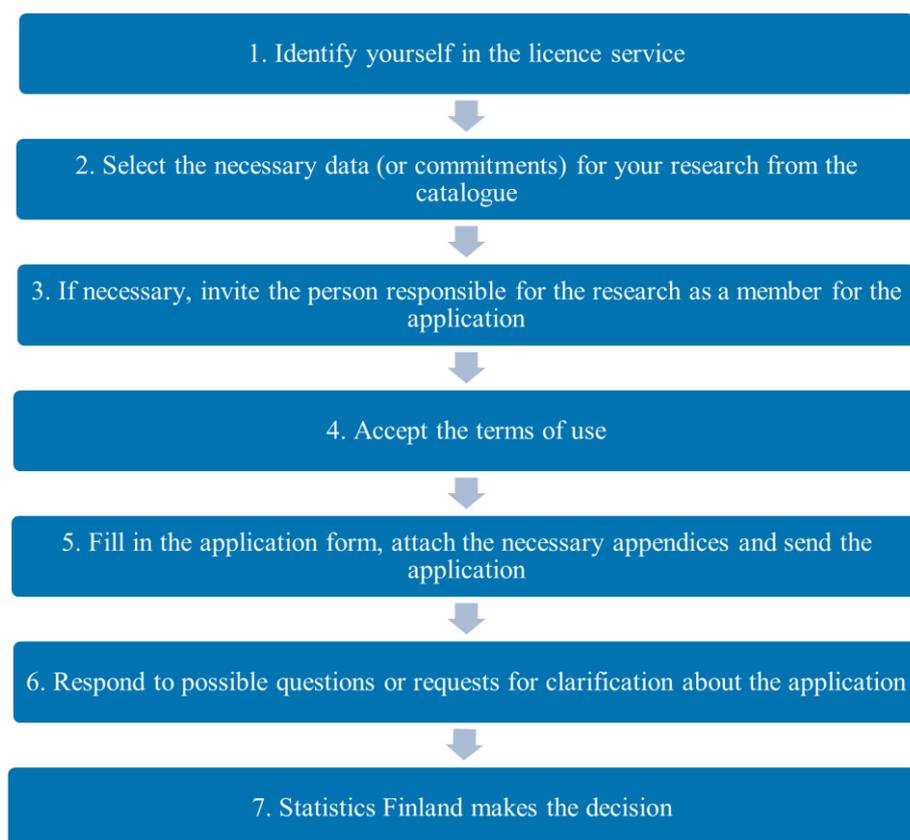
Contents:

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](#)

Welcome to Statistics Finland 's licensing service!

Through 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.

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

Please note that you should continue using the same login method whenever logging into the 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, in which case 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 for a year. After a year, the licence becomes invalid, and the project must copy the data on 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 FIONA remote access data, 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.

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.

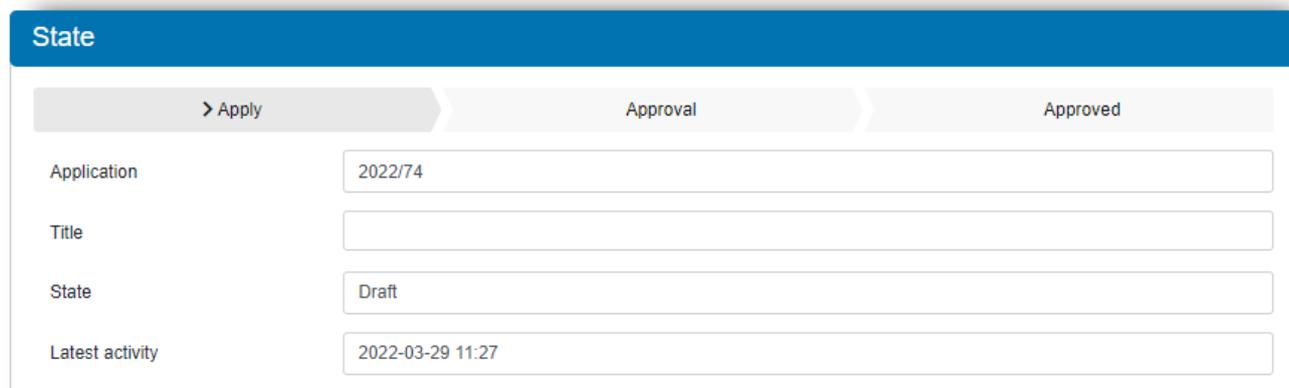
 4 resources in the cart

Pledge of Secrecy	Remove from cart Apply
FIONA_Färdigtmaterial_EDUC_Högskolors studentregister (EDUC_VIRTA)	Remove from cart
FIONA_Ready-made_EDUC_Degree register (EDUC_TREK)	Remove from cart
Apply for 2 resources as a bundle	Apply
Remote Access Commitment	Remove from cart Apply

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Application form

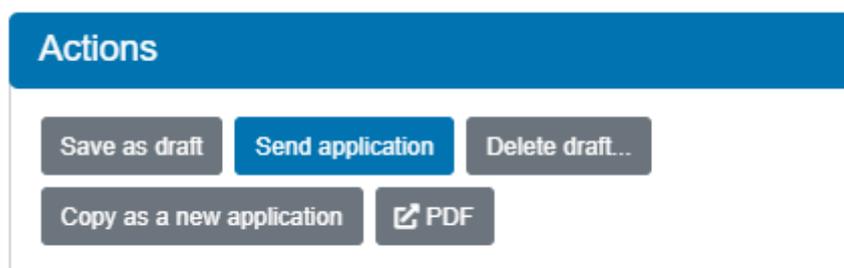
You cannot modify the State section at top of the application form, as it is automatically updated later.



State	
	<p>> Apply Approval Approved</p>
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 is 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 person responsible for the application 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 person responsible for the application has accepted the terms of use. You can save the application as a draft using the Save as draft button to wait for the responsible researcher to accept the terms of use.

When you write the email of the person you want to invite in the field, the person will receive an email from the licence service. The email contains a link via which the person can access the service in order to edit the application. The invited party needs to login to the system using their own identifiers.

Resources

Check that all of 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 (EDUC_TREK)
FIONA_Färdigtmaterial_EDUC_Högskolors studentregister (EDUC_VIRTA)

[Change resources...](#)

Terms of use

If the person filling in the application and the person responsible for the project are different people, they both must accept the terms of use. The person responsible for the project 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 data 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 data 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 combined in the project. The data files must be notified for both remotely accessed data and the data that are released to your own organisation. Licences must be delivered to Statistics Finland for all those data of other organisations that will be used in the FIONA remote access system with the project's other data. 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 the licence to Statistics Finland from only the organisation that delivers a possible personal identity code list for data selection.

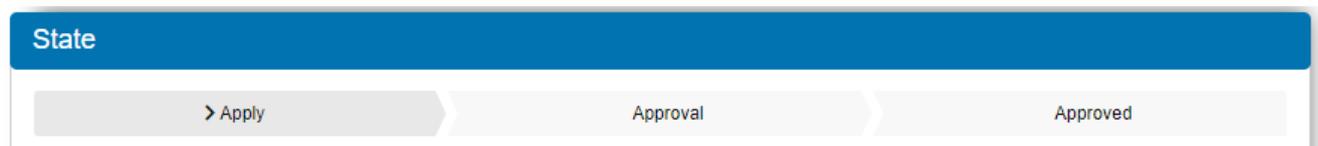
Do not send personal identifiers/personal identity code lists as appendices to the application. The person processing the application gives instructions on how to submit personal identifiers and your own data once the licence has been accepted.

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 Approval or 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.

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.

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2. Continuation and/or changes in users

If you are only applying for a continuation or a change to users in the project, you still need to select the data files for the project and place them in the cart to fill in the application form. If other applications related to the same project are needed at a later date, you can copy the same application and use it as a template for your new application.

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. The application form includes data-specific questions which need to be answered even though no changes to the data are being applied for. Answer these questions according to the data already available for the project.

3. Confidentiality and/or remote access commitment only

You can submit a confidentiality and/or remote access commitment related to an existing project separately as well. In this case, 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 a certain research.

You need to invite your organisation's responsible person to the remote access commitment to accept the commitment and the terms of service. First, fill in the remote access commitment and save it as a draft. Then, invite the responsible person to the commitment to accept 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.