Annex 1 to the NBS Regulation

on access to individual data for scientific purposes

approved by NBS order no.51 from 31.12.2021

Annex 1 to the Contract no. \_\_\_ of \_\_ \_\_\_\_\_\_\_\_ 202\_

**Registration form for research entities**

1. **Entity identification**
	1. **General information**

|  |  |
| --- | --- |
| Full name of the entity: | Click here to insert text. |
| Short name - acronym: | Click here to insert text. |
| IDNO (identification code): | Click here to insert text. |
| Postal address (street, town, country): | Click here to insert text. |
| Web address: | Click here to insert text. |
| E-mail: | Click here to insert text. |

* 1. **Type** entity:*(Select only one answer)*

[ ]  Higher education institution

[ ]  Research institution / organization

[ ]  Government Authority / Institution / Organization

[ ]  International organization

[ ]  Overseas Research Institution / Organization

[ ]  Other, please specify: Click here to insert text.

* 1. **The designated representative[[1]](#footnote-1) of the research entity:**

|  |  |
| --- | --- |
| Name: | Click here to insert text. |
| Function: | Click here to insert text. |
| Phone: | Click here to insert text. |
| E-mail: | Click here to insert text. |
| Postal address (street, town, country): | Click here to insert text. |

1. **The object of activity of the entity**
	1. Purpose and main activity of the entity (briefly):

Click here to insert text.

* 1. Describe how the research activity is organized in your entity (only if the scientific research is not the main object of activity):
	*(Please provide links to your site if available (eg organization chart, research department activity information, etc.))*

Click here to insert text.

1. **Research activities within the entity**
	1. Please list the publications issued by the research entity and the major research projects in which the research entity was involved *(please provide links to publications and research projects, if available):*

Click here to insert text.

* 1. Please describe the entity's method / policy for disseminating research results:

Click here to insert text.

1. **Organizational and financial issues for
research activity within the entity**
	1. Does the research entity depend in any way on another organization or is it a separate, independent unit? Please specify the organizational status of the entity:

Click here to insert text.

* 1. Please explain how the institution's research activity is financed, the institution's budget, other sources (to be specified):

Click here to insert text.

* 1. What is the size, in terms of the number of staff employed in the research activity of the entity (the entire research entity or the research department within the organization, depending on the request):

Click here to insert text.

1. **Security devices**
	1. Please describe the physical security devices at the entity's headquarters (where individual data is intended to be used) (security, video surveillance, etc.):

Click here to insert text.

* 1. Please describe the entity's computer system. How the computer network is isolated from the rest of the organization or the rest of the world:

Click here to insert text.

* 1. Please describe how individual / confidential data is kept secure at the entity's premises and define the measures in place to monitor access to such data:

Click here to insert text.

1. **Contact details of the responsible person
with coordination of research proposals (contact person)**
	1. Please specify the name, position and contact details of the person responsible for organizing access to individual data within the research entity in accordance with the relevant obligations.[[2]](#footnote-2) (contact):

*The contact person is responsible for organizing access to individual data within the research entity independently of the research projects concerned.*

*This person will coordinate the submission of all research proposals at the level of the research entity that require access to individual data. In particular, this person will countersign each research proposal submitted by the researchers of the research entity.*

**Contact:**

|  |  |
| --- | --- |
| Name: | Click here to insert text. |
| Department / Faculty: | Click here to insert text. |
| Function: | Click here to insert text. |
| Phone: | Click here to insert text. |
| E-mail: | Click here to insert text. |
| Postal address: | Click here to insert text. |

1. **Additional information**
	1. Please briefly describe the research project, if applicable (project for which access to individual data is requested).

Click here to insert text.

* 1. Please describe here the existing measures in your national legislation regarding the sanctions applicable in case of incorrect use of personal / confidential data (to be completed only by foreign entities).

Click here to insert text.

* 1. Additional comments (if applicable)

Click here to insert text.

*I hereby certify that the information provided in this form is complete and true and that any changes will be reported immediately to the NBS. We understand that the NBS is authorized to verify the accuracy of the information provided in this form. We understand that the NBS may request further information if deemed necessary. All questions from the NBS will be answered.*

*I confirm that the entity I represent submits the request in order to be accepted by the NBS as a research entity with the right to access individual data for scientific purposes. This will allow my organization to submit a research proposal based on whether or not access to individual data for scientific purposes will be granted.*

*I undertake to take all necessary measures to comply with the requirements of the Regulation on access to individual data.*

**Name**: Click here to insert text.

**Function**: Click here to insert text.

**Signature**:

**Date**: Select date

|  |
| --- |
| ***To be completed by the NBS:****Date received:* Select date*ID number:*Click here.*Application accepted* [ ]  *Signature Date:* Select date*Request denied* [ ]  *Signature Date:* Select date*Comments:*Click here to insert text. |

***Annexes***

* *A1. Entity registration document and / or legal documents certifying the incorporation of departments in a research entity*
* *A2. Organizational Chart*
* *A3. A document certifying the mission of the entity or its department if recognition is requested only for the department - must include references to the research activity*
* *A4. Privacy Statement (initialed on each page and signed on the last page) and Terms of Use of Individual Data for Scientific Research Purposes (initialed on each page)*

**How to submit the Form and other documents**

This registration form is addressed to entities requesting access to individual data for scientific purposes.

Once completed, this form shall be sent to the National Bureau of Statistics (NBS) on paper or by e-mail to moldstat@statistica.gov.md.

The information provided in the registration form will be examined by the NBS in the manner set out in the Regulation on access to individual data for scientific purposes.

Applicants will be notified by email of the result of the examination of the request for access to individual data. The registration form must be accompanied by the privacy statement (Annex 2.1, 2.2 or 2.3 as appropriate) including the annex on terms of use. All these documents must be sent to: National Bureau of Statistics, Grenoble Street, 106, Chisinau, MD-2019

*The processing of personal data by the NBS is protected according to Law no. 133 of July 8, 2011 on the protection of personal data.*

1. The head of the entity [↑](#footnote-ref-1)
2. A contact person coordinates the transmission of research projects at the level of the entity; in particular, a contact person shall countersign all research projects carried out by the entity's researchers. Through the signature, the contact person confirms that all the persons designated in the research project are employees (or are officially involved) in the activity of the entity. The contact person must inform the researchers designated in the project of the obligations contained in the terms of the use of confidential data. [↑](#footnote-ref-2)