



**REPUBLIC OF CYPRUS**



**STATISTICAL SERVICE**

# **DISSEMINATION POLICY**

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# DISSEMINATION POLICY

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## 1. LEGAL FRAMEWORK

**The dissemination policy of the Statistical Service of Cyprus (CYSTAT) is based on the provisions of the Official Statistics Law of 2021 (Law No. 25(I)/2021) and particularly on the following articles:**

3.-(1) The Statistical Service is designated as the body having the responsibility for coordinating all activities in the Republic for the development, production and dissemination of official statistics, which are determined in the annual and multiannual programmes of statistical activities.

4.-(1) The development, production and dissemination of official statistics in the Republic shall be governed by the statistical principles of professional independence, impartiality, objectivity, reliability, statistical confidentiality and cost effectiveness, as defined in Article 2(1) of Regulation (EC) No 223/2009 and are further elaborated in the European Statistics Code of Practice, in accordance with article 10.

5.-(3) The Director shall:

(a) have the sole responsibility for deciding on statistical methods, standards, procedures and processes, and on the content and timing of statistical releases and publications for the statistics developed, produced and disseminated by the Statistical Service;

15.-(1) The dissemination of official statistics shall be undertaken in full compliance with the statistical principles, as set out in article 4, particularly in respect of protecting statistical confidentiality and ensuring equality of access, as required under the principle of impartiality.

-(2) The dissemination of official statistics shall be carried out by the Statistical Service, the other national authorities and the European Commission (Eurostat), within their respective spheres of competence.

16.-(5) Official statistics compiled by the Statistical Service and the other national authorities on the basis of data resulting from a survey or from other sources shall be published in such a manner as to render impossible the direct or indirect disclosure of the identity of the persons who provided the data or the statistical units to which the data relate.

17.-(1) Access to confidential data collected by the Statistical Service directly from the statistical units, which only allow for indirect identification of the statistical units, shall be granted by permission of the Director, provided that the said data are necessary for specific scientific, research programmes in Cyprus or abroad, the results of which do not disclose specific statistical units and are not to be used for commercial purposes.

## **2. DISSEMINATION PRINCIPLES**

**In addition to the provisions of the Official Statistics Law of 2021, the dissemination policy of CYSTAT is governed by the following principles, which are fully aligned with relevant principles included in the European Statistics Code of Practice:**

### **2.1 User orientation**

As statistics are not end products but intermediate products to be used in decision-making and research, CYSTAT endeavors to fit data supply to the demand of users and to monitor the relevance and usefulness of existing statistics.

### **2.2 Clarity of statistical information**

The same set of statistics may have a variety of users and must therefore respond to different requirements and be presented in a clear and understandable form that facilitates correct interpretation and meaningful comparisons. The aim of CYSTAT is to make the statistics and the corresponding metadata available to the general public, in such a way that users can locate, understand and use the statistics for their own purposes.

### **2.3 Equal, non-discriminatory and simultaneous access to statistical data for all users**

The main means of disseminating statistical data is the web portal of CYSTAT which offers the same conditions to everyone and is updated at the same time every working day. All users have, simultaneous, equal access to statistical data releases. Privileged pre-release access has been abolished.

On the web portal, CYSTAT publishes a Release Calendar which contains all the announcements scheduled to be published until the end of the year, on all statistical themes, as well as those that have already been published. The Release Calendar is updated every Friday and includes the confirmed dates for the upcoming week's announcements, as well as any changes to the dates for the remaining scheduled announcements. Additionally, during the 4th quarter of each year, the Release Calendar is updated with preliminary publication dates for the following year.

### **2.4 Availability and Copyright**

The web portal of CYSTAT is available 24 hours / day, 7 days / week.

Statistical data, metadata and all other statistical information are provided on CYSTAT's web portal free of charge, as a high-quality public good, irrespective of subsequent commercial or non-commercial use, provided that the source is acknowledged when republishing. Statistical data and other related material remain under the intellectual property of CYSTAT but can be further used by users.

The reuse of all microdata (confidential and non-confidential), personal data, tailor-made data, logos, trademarks and other material where intellectual property rights are held by third parties is not permitted.

CYSTAT does not accept liability for any damage or other consequences arising from the direct or indirect use of the disseminated information. CYSTAT does not guarantee continuous availability of the information it publishes and does not guarantee that the

information it publishes will remain unchanged. Changes may occur, for example, when tables are restructured or when new data is included.

When reuse involves modifications, a clear relevant statement must be made to the end user of the information and a disclaimer regarding the non-responsibility of CYSTAT must be included.

It is not necessary to obtain permission to use links to the web portal of CYSTAT.

The copyright of CYSTAT is ensured by the inclusion of its logo and/or one of the two references below:

- ©: REPUBLIC OF CYPRUS, STATISTICAL SERVICE
- Other relevant reference for the existence of copyright

## **2.5 Accessibility**

It is the policy of CYSTAT to ensure that the statistics produced are accessible and reusable to the greatest extent possible. The web portal of CYSTAT has been created with a responsive design for user-friendly access both via internet-enabled mobile devices and desktop computers. The use of APIs for machine-readable data in the context of open data requirements is also supported. In addition, the web portal adequately meets the AA criteria of the W3C international partnership for accessible and well-constructed websites.

In cases where users are unable to access the web portal, special arrangements can be made for the provision of statistical information, upon request.

## **2.6 Independence**

In accordance with the Official Statistics Law of 2021 (Law No. 25(I)/2021) and the "Commitment on Confidence in Statistics" undertaken by the Cypriot Government by decision of the Council of Ministers, as well as the "Memorandum of Understanding as regards the practical arrangements governing the working relations between the Ministry of Finance and the Statistical Service", CYSTAT maintains its professional independence and develops, produces and disseminates statistics in an independent manner, especially regarding the choice of techniques, definitions, methodologies and sources used, as well as the time and content of all forms of dissemination. These tasks are carried out without any intervention from political or other interest groups, EU or national authorities. The statistical information produced is published, regardless of the existing political or social situation.

## **2.7 Professionalism and Transparency**

CYSTAT adopts and applies international and European statistical principles, best practices and methods, with objectivity, professionalism and respect to scientific independence, while facilitating the comparability of statistics at the European and international level.

The methodologies followed during the statistical procedures are publicly available in order to ensure transparency. Datasets published on the web portal are accompanied by methodological information, to the maximum extent possible.

## **2.8 Timeliness and Punctuality**

CYSTAT directs its work to provide high quality statistical information in an objective, transparent, reliable and timely manner. Statistical information is published in accordance with the Release Calendar in the context of the implementation of the annual and multi-annual Programme of Statistical Activities. For short-term statistics, the publication date is determined on the basis of a predetermined number of days from the end of the reference period.

## **2.9 Coherence and Comparability**

The statistics produced and published are characterized by internal coherence and consistency, based on common standards and are comparable over time for as long as possible.

## **2.10 Statistical Confidentiality and Data Protection**

CYSTAT irrevocably observes the provisions of the Official Statistics Law of 2021 (Law No. 25(I)/2021) regarding the protection of confidential data, as defined in article 16 of the Law.

Specifically for the protection of the personal data of natural persons, CYSTAT implements the provisions of the General Data Protection Regulation (EU) 2016/679, as well as of the law providing for the Protection of Natural Persons with regard to the Processing of Personal Data and for the Free Movement of such Data of 2018 (Law No. 125(I)/2018).

Primary, confidential data (microdata) of surveys conducted by CYSTAT can only be provided for scientific, research purposes and within the framework of strict provisions (§5.4), as defined in article 17 of the Official Statistics Law of 2021.

### 3. MEANS OF DISSEMINATING STATISTICAL INFORMATION

#### 3.1 Web Portal (<https://www.cystat.gov.cy>)

The web portal of CYSTAT is designed to offer an upgraded experience to users, with increased accessibility and the use of interactive tools. It includes, among others, the following:



- **Statistics:** Presentation of statistics by statistical theme. Each page of statistical theme includes relevant links to the CYSTAT's interactive online database (CYSTAT-DB), to predefined tables (excel), to publications, to infographics, to announcements and to relevant methodological information.
- **CYSTAT-DB:** The online database of CYSTAT is an interactive tool that enables users to create tables on a wide range of statistical themes.
- **Predefined Tables:** Data tables in excel and pdf format.
- **Release Calendar:** It includes all the published announcements of CYSTAT and the dates for confirmed and preliminary announcements.
- **Infographics:** Visual representation of statistical data.
- **Publications:** Electronic publications of CYSTAT.
- **Information** regarding Data Collection, Methodology, the Statistical Service, Communication with the Statistical Service and the online Services offered (§5).

The web portal of CYSTAT is bilingual (Greek – English) and all information provided is available free of charge.

The web portal is updated at 12:00 noon every working day.

#### 3.2 Social Media

CYSTAT promotes the dissemination of the official statistics produced, on social media:

-  Through its official profile on Twitter: [CYSTAT\\_EN](#)
-  Through its official profile on Facebook: [Στατιστική Υπηρεσία Κύπρου - Statistical Service of Cyprus](#)

Social media posts include links to announcements and data disseminated on the web portal, for easy user access. Users may share CYSTAT posts, provided that the source is always stated.

## 4. MAIN STATISTICAL PRODUCTS

### 4.1 Announcements

CYSTAT publishes new or updated statistical data accompanied by announcements, which are published in the [Release Calendar](#), available on its web portal. The announcements are also available through the webpages of the statistical themes.

Registered users are informed about new announcements through the "Alert Service" (§5.2).

### 4.2 Interactive Tables

The statistical data are available in the form of interactive tables, through the CYSTAT's online database, CYSTAT-DB. The tables are sorted by statistical theme. Users can create tables by selecting the variables of interest and specifying the format of each table as desired. It is possible to export and save the tables in various formats such as, *xlsx*, *csv*, *txt*, *json*, *htm*, *xml*. Additionally, users can save the created query and reuse it at a later stage, to obtain the table with updated data. Another feature provided by CYSTAT-DB is the use of APIs for machine-readable data.

Users can find more information about the operation and use of CYSTAT-DB in the [relevant manual](#) published on the web portal.

### 4.3 Predefined Tables

Data [tables](#) in static format (excel or pdf). Users can search for tables based on statistical theme, periodicity and data reference year.

### 4.4 Metadata

The statistics published on CYSTAT's web portal are accompanied by metadata, to the maximum extent possible, so as to ensure that they are not only easily accessible, but also that they are provided in an understandable form to avoid misinterpretation. Users are informed about the definitions, classifications, methodologies and legal framework applied in the process of statistical production, through methodological information and quality/metadata reports posted on the web portal ("[Methodology](#)" section).

### 4.5 Infographics

Visual representation of statistics is provided, using pictures, graphs and short descriptions, with the aim of providing the overview of a statistical theme in a way that is easily understood by users.

### 4.6 Publications

The [publications](#) of CYSTAT are available in electronic form on the web portal. They are mostly bilingual (Greek and English) and are available free of charge. CYSTAT also publishes the "Publications Catalogue" which includes all the publications of the Statistical Service since its establishment in 1950. The catalogue is available on the web portal.

Regarding the older printed publications, the pricing policy established by the Statistical Service is based on the number of pages of each publication. **(APPENDIXA)**



## 5. SERVICES

### 5.1 User Support and Communication

CYSTAT offers support to all users of official statistics. Users can contact CYSTAT by filling in the standardised forms which are available on the web portal and cover various communication categories: General Information, Complaints, Suggestions, Educational Visits, European Statistical Data Support (ESDS) Centre, Tailor-made Requests, Release of Data for Research Purposes. In addition, users may contact CYSTAT by e-mail, fax, telephone and mail.

All contact information is available on the web portal under the "[Contact Us](#)" section.

### 5.2 Alert Service

The web portal offers the "[Alert Service](#)", which provides the option for users to be informed via e-mail, regarding the publication of new Announcements, Predefined Tables and Publications in the statistical themes of their interest and which they have selected during their registration process. The email is sent as soon as the web portal is updated.

### 5.3 Tailor-made Requests

CYSTAT accepts requests from interested parties for tailor-made statistics and analyses. The requests may concern the extraction of information from the databases or from older printed publications, special tabulations, the provision of data with a specific breakdown level that is not already available, etc. with the exception of cases where confidentiality issues arise. For requests demanding significant processing time, a fee is charged. The fees applied are based on the hourly cost of a Statistics Officer for the processing of the request, as well as administrative and operational costs. The interested party is informed of the total cost and if it is accepted, then CYSTAT proceeds to satisfy the request. Interested parties can submit their request electronically, through the contact form for "[Tailor-made Requests](#)", which is posted on the web portal, under the "Contact Us" section.

### 5.4 Release of Data for Scientific, Research Purposes (Microdata)

In the framework of the Official Statistics Law of 2021 (Law No. 25(I)/2021), CYSTAT may provide access to confidential data that are necessary for specific scientific research projects in Cyprus or abroad, upon approval by the Director. Applicants may submit their request online through the "[Release of Data for Research Purposes](#)" communication form posted on CYSTAT's web portal under the "Contact Us" section, providing detailed information on the project for which the confidential data is required.

Specifically, to submit a request for access to confidential data for scientific, research purposes, through the web portal, the following steps must be followed:

- a. Fill-in the fields in the relevant online form.
- b. Print-out, manually complete and scan the completed (signed and stamped) application: "APPLICATION FOR THE RELEASE OF CONFIDENTIAL DATA FOR SCIENTIFIC, RESEARCH PURPOSES". **(APPENDIX B)**
- c. Prepare a complementary, supporting document which includes the information required in order for CYSTAT to examine the application.
- d. Attach the two files above (and any additional files, if necessary) to the electronic application, using the relevant field.
- e. Submit the application.

The request is evaluated by the Confidentiality Committee of CYSTAT and if it is approved, a fee is determined according to the volume and time consumed for the preparation of the primary data.

The confidential data may then be released, after a process which ensures no direct identification of the statistical units but, in the same time, ensures usability of the data.

It is noted that, the approval of the application shall serve as a binding contract between the applicant and CYSTAT.

## **5.5 European Statistical Data Support Centre**

CYSTAT, in collaboration with Eurostat, has set up the European Statistical Data Support (ESDS) Center which provides support on the following:

- Information on the availability of data/publications
- Verification of data
- Methodological information
- Technical support

Users may contact the ESDS Centre by completing the relevant [contact form](#), or by phone at +357 22605151 or via the e-mail address [eustatistics@cystat.mof.gov.cy](mailto:eustatistics@cystat.mof.gov.cy).

## **5.6 RSS Feeds**

The Announcements of CYSTAT's web portal are available through the "[RSS feeds](#)" service. Through this service users can receive news headlines for free and embed them in their news reader or personal weblog.

## **5.7 iCalendar**

CYSTAT offers users the opportunity of merging its Release Calendar with their own electronic calendars, by using the iCalendar service.

iCalendar is an open standard for exchanging calendar and scheduling information between users and computers. It enables calendar data to be transmitted and automatically entered into the recipient's electronic schedule, with the use of an .ics file which is uploaded on the user's email application.

## **5.8 Library**

CYSTAT provides information through the library, which contains all the publications of the Statistical Service, reports of international organizations and Eurostat publications.

The library is located in the head offices of CYSTAT in Nicosia and is open to the public during civil service working hours.

## **6. DATA REVISIONS AND ERROR TREATMENT**

**CYSTAT, in compliance with its commitment to provide statistical information of high quality and precision, carries out planned and unplanned revisions of data, as well as the correction of any errors detected.**

### **6.1 Data Revisions**

Revisions are broadly defined as any change in a value of a statistic released to the public. In general, revisions may occur due to one or a combination of the following: a) availability of new data for the reporting period, b) adjustments and methodological changes are applied, c) new national or European regulations are applied and d) errors in data sources and in the compilation of statistics are detected.

CYSTAT has established a [Revision Policy](#) regarding data revisions, which is available on its web portal.

### **6.2 Error Treatment**

CYSTAT aims to correct any errors found in the shortest possible time and with transparency. In this context, the procedures followed in the various cases where an error is detected are listed below.

#### **a. Error Detection in Announcements**

If the error is detected in an Announcement, then a new, corrected Announcement retaining the original publication date is published, which replaces the original Announcement, with an indication that it has been revised. A corrigendum with the correction date is added at the end of the revised Announcement, describing the correction made. Registered users are informed through the Alert Service.

#### **b. Error Detection in Interactive Tables (CYSTAT-DB)**

The error is corrected and the original file is replaced. A note is included in the new file indicating the correction that has been made. The "Last Update" date is also corrected.

#### **c. Error Detection in Predefined Tables**

The error is corrected and the original file is replaced. A note is included in the new file indicating the correction that has been made. The "Last Update" date included in the table is also corrected. Registered users are informed about this through the Alert Service.

#### **d. Error Detection in Electronic Publications**

The error is corrected and the original file is replaced keeping the original publication date. At the same time, a corrigendum is published, in a separate electronic file that appears next to the publication. The corrigendum includes the description and date of the correction of the error. Users are informed about this through the Alert Service.

## APPENDIX A

### PRICING POLICY FOR PRINTED PUBLICATIONS

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The price is based on the number of pages and is set as follows :

<b>No of pages</b>	<b>Price of Publication</b>
1 - 50	€ 3,00
50 - 150	€ 6,50
150 - 250	€ 10,00
250 - 350	€ 13,50
350 - 500	€ 17,00
500 - 750	€ 20,50
750 - 1000	€ 25,50
1000+	€ 34,00

#### Exceptions:

Monthly Economic Indicators (Bimonthly Bulletin) .....	Free
Statistical Codes of Economic Activities (NACE, Rev. 2) .....	€ 3,00
Statistical Codes of Districts, Municipalities, Communities and Quarters of Cyprus .....	€ 3,00
Statistical Codes of Occupations (ISCO) .....	€ 3,00
Cyprus External Trade Statistics ..... Package Price (4 volumes) .....	€ 34,00

## APPENDIX B

### APPLICATION FOR THE RELEASE OF DATA FOR SCIENTIFIC, RESEARCH PURPOSES

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Director  
Statistical Service

#### APPLICATION FOR THE RELEASE OF CONFIDENTIAL DATA FOR SCIENTIFIC, RESEARCH PURPOSES

..... (name of institution), which is represented by ....., request(s) permission from the Director of the Statistical Service to access to confidential data of the Statistical Service to be used for a scientific/research project by virtue of article 17 of the Official Statistics Law.

The following information is submitted in support of this application:

1. description of the project for which the data are requested, its purpose and means of funding;
2. description of the data requested and justification for the need of using confidential data for fulfilling the objective of the research project;
3. name(s) of the person(s) who will have access to the data and their contact details;
4. protection measures to be taken during the processing and storage of the data in order to safeguard statistical confidentiality;
5. description of the expected output to be published and means of dissemination.

I hereby certify that the information provided in support of my application is correct and that all researchers involved in the project are in no way implicated in any lawful dispute with any statistical unit for which confidential data are requested.

I declare that during the project for which the data are being requested I will take all possible measures to protect statistical confidentiality and I will not make the data available to persons other than those stated in this application.

I also declare that after the completion of the project, I will not make the data available to third parties, I will not use them further for any other purposes and I will ensure their destruction/erasure from any means of storage.

I acknowledge that violation of any of the terms mentioned above is an offence and is subject to the provisions of section (4) of article 19 of the Official Statistics Law.

Applicant's signature ..... Date.....

Address for correspondence .....

On behalf of ..... (stamp)