

Guide for On-site Use of Questionnaire Information

May 2019

Amended August 2019
National Statistics Center

[Micro data portal site]

The “micro data portal site (miripo)” has been launched as a portal site for providing information on the use of micro data of official statistics, including on-site use of questionnaire information.

Contact information for each On-site facility is listed as well.

URL: <https://www.e-stat.go.jp/microdata/>

User Support Unit

Please send an e-mail to the User Support Unit to inquire about On-site Use of Questionnaire Information or to submit documents.

(e-mail) onsite@nstac.go.jp

*When the User Support Unit sends an e-mail with attached document(s) to a user, measures such as password protection or encryption will be taken.

Statistical Data Utilization Center, National Statistics Center

Location: Nankaiwakayamashi Station Bldg. 5F, 3-17 Higashikuramaecho, Wakayama-shi, Wakayama 640-8203

Statistical Information and Microdata Provision Division, Information Technology Center, National Statistics Center

Location: Ministry of Internal Affairs and Communications Bldg. 2, 19-1 Wakamatsucho, Shinjuku-Ku, Tokyo 162-8668

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Introduction

The revised Statistics Act (Act No. 53 of 2007; hereinafter referred to as the “Act”), which took effect in May 2019 to promote the use of statistical data, has expanded the scope of users who are allowed to handle questionnaire information of statistical surveys conducted by administrative and other organizations.

This Guide provides procedures to request the provision of questionnaire information (on-site use) based on the “Guidelines on the Provision of Questionnaire Information” (Decree of the Director-General for Policy Planning in charge of statistical standards of the Ministry of Internal Affairs and Communications of December 24, 2008).

When using questionnaire information on-site, users shall submit applications and reports in accordance with the procedures prescribed in this Guide. Simultaneously, users must comply with appropriate management and confidentiality obligations, and the prohibition of utilization other than for intended purposes are required by law.

Chapter 1. Definitions

(1) Questionnaire information

The term “questionnaire information” as used in this Guide means the information prescribed in Article 2, Paragraph 11 of the Act.

(2) Public institutions

The term “public institutions” as used in this Guide means the administrative agencies prescribed in Article 2, Paragraph 1 of the Act and local public entities prescribed in Article 1-3 of the Local Autonomy Act (Act No. 67 of 1947).

(3) Public institutions, etc.

The term “public institutions, etc.” as used in this Guide means the “public institutions” mentioned in (2) above, incorporated administrative agencies prescribed in Article 2, Paragraph 2 of the Act, and “persons equivalent to administrative organs, etc.” prescribed in Article 10 of the Regulation for Enforcement of the Statistics Act (Order of the Ministry of Internal Affairs and Communications No. 145 of 2008; hereinafter referred to as the “Regulation”).

(4) Specified incorporated administrative agency, etc.

The term “specified incorporated administrative agency, etc.” as used in this Guide means juridical persons prescribed in Article 8 of the Cabinet Order for Enforcement of the Statistics Act (Cabinet Order No. 334 of 2008; hereinafter referred to as the “Order”).

(5) Juridical persons

The term “juridical persons” as used in this Guide means the “corporation, etc.” prescribed in Article 8, Paragraph 1, Item (ii) of the Regulation and other organizations that have designated a representative or administrator.

(6) Providing agencies

The term “providing agencies” as used in this Guide means administrative organs and specified incorporated administrative agency, etc.

(7) Applicants

The term “applicant” as used in this Guide means any person that requests for the provision of Questionnaire information pursuant to Article 33, Paragraph 1 or Article 33-2, Paragraph 1 of the Act.

(8) Computers

The term “computers” as used in this Guide means information processing equipment such as servers, personal computers, and peripheral equipment for input/output or other purposes.

(9) On-site use

The term “on-site use” as used in this Guide means to use questionnaire information stored in computers located in designated facilities (hereinafter referred to as “central computers”) by remote access via a telecommunication line from designated location and equipment (hereinafter referred to as “on-site facilities”) when obtaining questionnaire information from Providing agencies.

Chapter 2. Requirements for use of questionnaire information

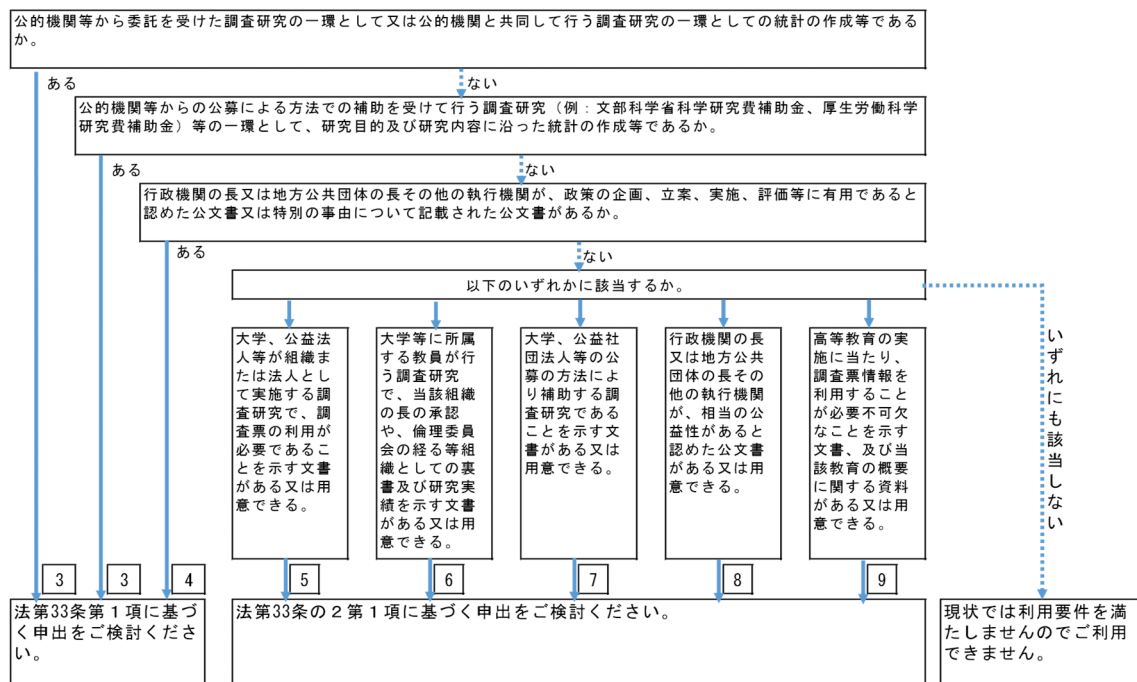
The purpose of on-site use of questionnaire information is limited to the production of statistics or statistical research. Applicants shall be any person that does not fall under disqualifying conditions (Article 11, Paragraph 2 and Article 19, Paragraph 2 of the Regulation) and falls under one of the applicant categories listed in the table below:

Fees	Applicants	Categories	Legal foundations		
NOT required	Public institutions	1	Article 33, Paragraph 1, Item (i) of the Act		
	Incorporated administrative agencies	2			
	(Entrusted by public institutions) Any person who conducts research or a study entrusted by or jointly with public institutions, etc.	3	Article 33, Paragraph 1, Item (ii) of the Act	Article 11, Paragraph 1 of the Regulation	
	(With subsidies by public institutions) Any person who conducts research or a study subsidized by public institutions, etc. through public invitations				
	(With special causes) Any person who produces statistics that are found to be useful for policy planning, implementation or assessment by any head of administrative organs, or local public entities or other executive organs	4			
Required	(Universities, public interest corporations, etc.) Any person who carries out research or a study conducted by universities, public interest incorporated associations, or public interest incorporated foundations	5	Article 33-2, Paragraph 1 of the Act	Article 19, Paragraph 1 of the Regulation	Academic research prescribed in Article 19, Paragraph 1, Item (i) of the Regulation
	(Faculty members belonging to universities) Any person who carries out research or a study conducted by faculty members belonging to organizations such as universities.	6			
	(With subsidies from universities through public invitations) Any person who conducts research or a study in which all or part of the expenses are	7			

subsidized by organizations such as universities and public interest corporations			
(With special causes) Any person who produces statistics that any heads of administrative organs find to have a special cause	8		
(Higher education) Any person who uses questionnaire information for education at universities or equivalent	9		Higher education prescribed in Article 19, Paragraph 1, Item (ii)

(For reference)

Please use the chart below to understand the legal foundations for each category:



(Note) When an application submitted pursuant to Article 33, Paragraph 1 of the Act is found to be inappropriate after the examination of submitted application documents, the application may be required to be changed to an application made pursuant to Article 33-2, Paragraph 1 of the Act.

Chapter 3. Time required for administrative work and fees

1. Time required for administrative work

The term “time required for administrative work” refers to the time required for the completion of tasks related to the provision of questionnaire information which are listed below. The applicant may request that administrative work be done within the time described in the Application Form (Appendix Form No. 1), Field 6. The time required for provision of questionnaire information.

① Processing of applications

Fundamental administrative work needed upon an application for the provision of questionnaire information or for a change of content of submitted documents. The time required for this component will be calculated for the fee calculation.

It should be noted that consultation prior to acceptance and preliminary examination (examination performed prior to making a formal application) will not be included in the “processing of applications” component so will be exempt from the fee calculation.

② Processing of questionnaire information

Tasks of setting up a computing environment for on-site use, copying questionnaire information, and other related tasks. The time required for these tasks will be calculated based on the information provided in the Application Form (i.e., the number of users, the questionnaire information to be used, and the software to be installed).

For details, please refer to the time required for the provision of questionnaire information in Appendix Table No. 1.

③ Examination of data

The work of confirming whether data on individuals or juridical persons are appropriately suppressed in the produced statistics. The time required for such examination tasks will be calculated in accordance with the number of statistical tables, regression models to be provided, and other related factors.

For details, please refer to the time required for the provision of questionnaire information in Appendix Table No. 1.

2. Calculation of fees (only for applications by applicants in categories 5 to 9)

(1) Basic concept

The provision of questionnaire information by applicants who fall under categories 5 to 9 requires a payment of fees (Article 38 of the Act).

The amount of the fee will be determined in accordance with the method described in (2) below based on the time required for the administrative work and indicated in the Letter of Acceptance.

For the calculation of the fee, the time required for the administrative work written in the Application Form will be used. Please note that once the fee is paid, it will not be refunded even if the time required for the administrative work requested during the on-site use is shorter than the time described in the Application Form. However, as shown in Chapter 7, Section 2, if the actual time exceeds the time required for the administrative work described in the Application Form, additional payment will be needed. Although any fee paid will not be refunded in principle, if provision of questionnaire information becomes difficult under unavoidable circumstances, the fee may be returned only if the National Statistics Center (hereinafter referred to as the “Center”) has not started the administrative work and mutual consent has been reached between the Center and the applicant.

Additionally, when a portion of the fee is found to be incorrect, the Center will consult with the applicant about a refund of the fee.

(2) Calculation method

The amount of the fee will be calculated by using the following formula (a fraction of less than 1 yen will be discarded) (Article 12, Paragraph 1 of the Order).

- $4,400 \text{ yen per hour} \times \text{time (hours) required for the needed administrative work (total of the time required for the tasks described in section 1 above)}$

(3) Payment of fees

The amount of the fee stated in the Letter of Acceptance shall be transferred to the bank account designated by the Center by the payment deadline (the currency must be Japanese Yen). In principle, the transfer shall be made from a location in Japan, and the applicant shall bear the fee required for the transfer.

If the payment has not been confirmed without a prior notification, the Center may notify the applicant of the fact and may take corresponding measures such as cancellation of the given acceptance.

Further, in principle, fees must be paid before the notification of the account information (See Chapter 5, Section 6). However, separate consultation may be held as necessary when the payment is made by a public institution, etc.

3. Notification of payment statement and remaining time statement

For the payment of fees described in Chapters 5 and 7, a notice of payment that describes the time already paid for and the remaining time will be issued every time a payment is received. In addition, for the administrative work described in Section 1 above, a notice that indicates the time spent for the completed administrative work and the remaining time will be issued every time each administrative task is completed.

When the total of the time required for the administrative work to be requested in the future and the time that has been spent for the past administrative work exceeds the time required for the administrative work described in the Application Form (i.e., the scheduled time required for the administrative work exceeds the remaining time), the procedure for making changes in the content of the submitted application shall be in accordance with Chapter 7.

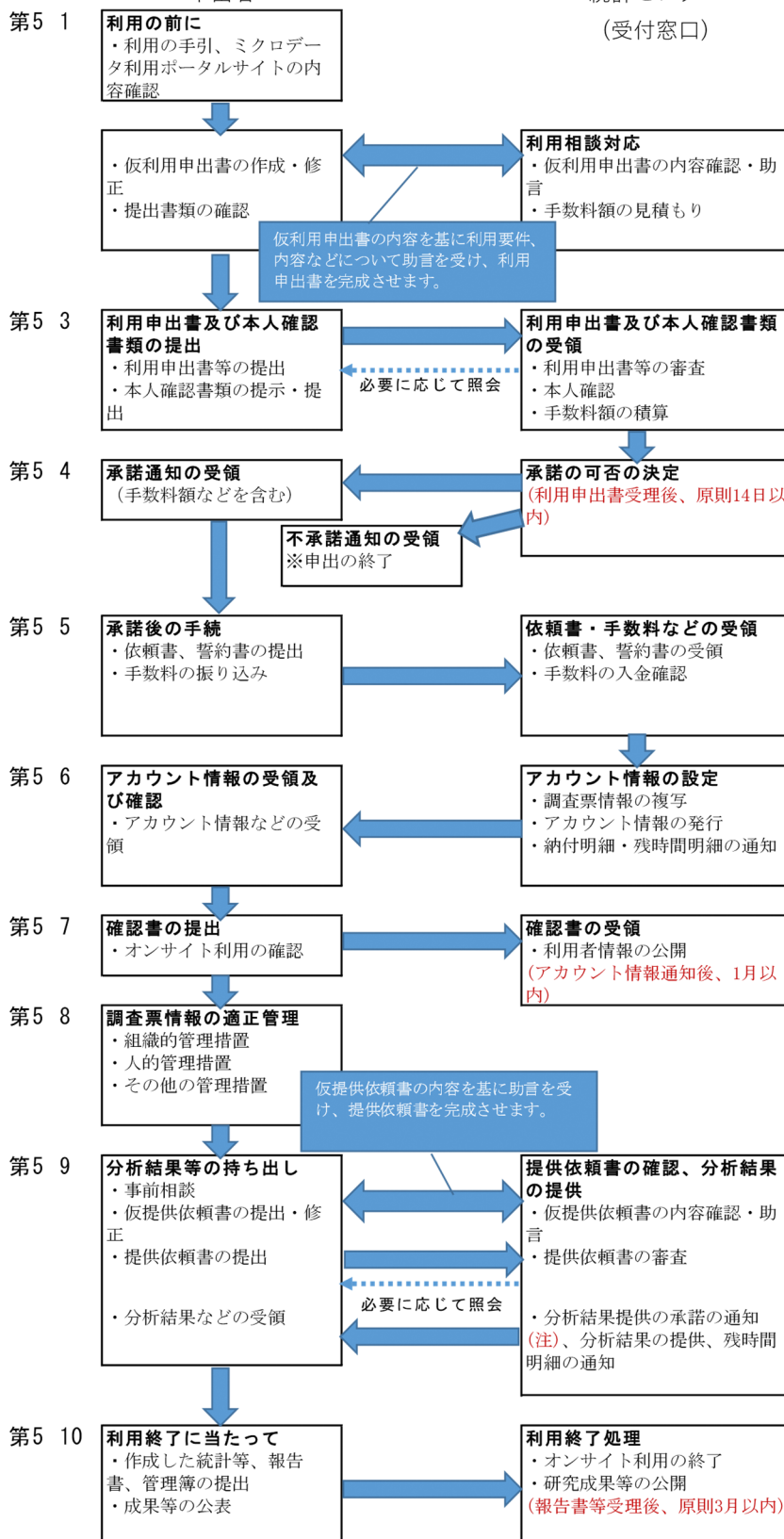
Chapter 4. Work Flow

第5の参照箇所

第5 1

申出者

統計センター
(受付窓口)



区分1～4に基づく申出の場合は、手数料に関する手続は発生しません。さらに、区分1又は2に基づく申出の場合は、利用者情報や研究成果等は公開されません。

(注)通知期限は、提供依頼の分量に依存します

Chapter 5. Details of Procedures and Matters to be Noted

1. Before application

Before applying for provision of questionnaire information, please refer to the micro data portal site (hereinafter referred to as the “Portal Site,” which can be accessed at <https://www.e-stat.go.jp/microdata/>.)

The Portal Site provides:

(1) Information on questionnaire information

- Overview and legal foundation of the scheme of the questionnaire information provision
- Names and years of conduct of statistics surveys for which questionnaire information is available
- Data layout form and code book

(2) Information on procedures for application for questionnaire information provision

- Counseling / User Support Unit
- Procedures for application and forms designated for the procedure
- Information on how to verify the identity of the applicant
- Standard processing period
- How to calculate the fee
- Disclosure of names of persons that have been provided with questionnaire information and the results of the research conducted (excluding public institutions, etc.)
- Obligation to submit results of the statistics produced with the questionnaire information (excluding public institutions, etc.)
- The language and currency acceptable for procedures: Japanese and Japanese currency.

(3) Information on conditions for questionnaire information provision

- Usage conditions (including disqualifying conditions)
- Obligation of proper management of questionnaire information, confidentiality obligation, prohibition of use other than the purpose for which it was provided, penalties
- Obligation to publish research results, etc. (excluding Article 33, Paragraph 1, Item (i) of the Act)

(4) Others

- The fact that the scheme for questionnaire information provision is not subject to the Administrative Complaint Review Act (Act No. 68 of 2014).
- Penalties imposed for violations: in addition to penalties for legal violations, if an applicant violates usage conditions, provision of questionnaire information to the applicant will be prohibited not only from the Center but also from all providing agencies.

2. Counseling

Before submitting an application, pre-usage counseling is needed to thoroughly examine and adjust the content of the application so that there will be no unclear points or ambiguities.

Therefore, before submitting the final Application Form, the applicant must submit an application form provisionally (hereinafter referred to as “Provisional Application Form”). The Provisional Application Form must be submitted along with the documents as listed in Section 3 below. If the applicant wants to visit a Center office for the submission, the applicant must make a reservation.

The User Support Unit will provide the necessary advice based on the submitted Provisional Application Form. After examining and adjusting the details of the application based on the Provisional Application, the final Application Form should be submitted.

Please note that consultation is available only in Japanese.

3. Submission of Application Form and identity verification documents

(1) Documents to be attached to the application form

In addition to the Application Form, the applicant must submit, by the applicant's category, the documents listed in the table below. (In some cases, submission of further documents is required.)

Category	Documents to be attached
1	<ul style="list-style-type: none"> ■ A copy of an entrustment agreement or equivalent documents* ○ Specific procedures (internal regulations) for proper management of questionnaire information
2	<ul style="list-style-type: none"> ○ A document indicating that the questionnaire information is required at an organizational level (Appendix Form No. 2) ■ A copy of an entrustment agreement or a substitute document* ○ Specific procedures (internal regulations) for proper management of questionnaire information
3	<ul style="list-style-type: none"> ○ A copy of documents evidencing the entrustment contract, joint research, or subsidized research or study □ Key format for data aggregation and analysis output ■ A copy of an entrustment agreement or a substitute document* ▲ Basic policy on proper management of questionnaire information ▲ Specific procedures (internal regulations) for proper management of questionnaire information ○ Identity verification documents
4	<ul style="list-style-type: none"> ○ An official document in which any head of an administrative or other organ finds it to be useful for their policy planning or assessment; or other special cause for the necessity of the questionnaire information □ Key format for data aggregation and analysis output ■ A copy of an entrustment agreement or a substitute document* ▲ Basic policy on proper management of questionnaire information ▲ Specific procedures (internal regulations) for proper management of questionnaire information ○ Identity verification documents

5	<ul style="list-style-type: none"> ○ A document that indicates that questionnaire information is needed, a document that indicates the questionnaire information will be used for business for public interest purpose, and a document that indicates past research outcomes □ Key format for data aggregation and analysis output ■ A copy of an entrustment agreement or a substitute document* ▲ Basic policy on proper management of questionnaire information ▲ Specific procedures (internal regulations) for proper management of questionnaire information ○ Identity verification documents
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6	<ul style="list-style-type: none"> ○ A document evidencing an official endorsement for the Application at an institutional level, such as approval by the head of an organization or approval by the relevant ethical committee and a document that indicates degrees and past research performance □ Key format for data aggregation and analysis output ■ A copy of an entrustment agreement or a substitute document* ○ Identity verification documents
7	<ul style="list-style-type: none"> ○ A document evidencing a provided subsidy from universities or public interest corporations obtained through public invitation ○ Documents showing the overview of the intended research □ Key format for data aggregation and analysis output ■ A copy of an entrustment agreement or a substitute document* ▲ Basic policy on proper management of questionnaire information ▲ Specific procedures (internal regulations) for proper management of questionnaire information ○ Identity verification documents
8	<ul style="list-style-type: none"> ○ Documents describing the special cause □ Key format for data aggregation and analysis output ■ A copy of an entrustment agreement or a substitute document* ▲ Basic policy on proper management of questionnaire information ▲ Specific procedures (internal regulations) for proper management of questionnaire information ○ Identity verification documents
9	<ul style="list-style-type: none"> ○ A document that has been institutionally approved and indicates that questionnaire information is needed ○ Documents showing an overview of the provided education such as a syllabus □ Key format for data aggregation and analysis output ■ A copy of entrustment agreement or a substitute document* ▲ Basic policy on proper management of questionnaire information ▲ Specific procedures (internal regulations) for proper management of questionnaire information ○ Identity verification documents

○ Required

□ Documents that can be replaced by giving a description of the details (analysis method, etc.) in the Application Form or another document if it is difficult for the applicant to complete the given format.

■ Required for applications that involve entrustment of tasks

▲ Required for applications made by juridical persons

Substitute document*: Substitute Documents for Cases in Which Contact-related Documents Cannot be Attached (Appendix Form No. 3)

(2) Submission of the final Application Form and verification of identity

An application for the use of questionnaire information shall be made by submitting an Application Form along with the necessary documents as indicated above (1) to the Center President. At the time of submission, the identity of the applicant will be verified as described in ① to ③ below. As such, applicants are asked to present or submit the required documents (Article 8, Paragraph 2 and Article 17, Paragraph 2 of the Rules).

① When the applicant is an individual

Two kinds of documents issued by public offices that indicate the applicant's name, date of birth, and address are required from among: a driver's license, a health insurance card, an individual number card (including a basic resident register card), a residence card, a special permanent residence certificate, or a copy of certificate of residence (the copy must be issued within 6 months of the application date).

However, if the applicant visits the Center office in person to submit an application, the applicant only needs to present one kind of the above-mentioned documents issued by public offices, provided that it includes a photo of the applicant's face.

When an individual who is residing outside of Japan submits an application, the applicant must present their passport issued by the relevant foreign government and an additional identity verification document that can confirm their address such as a driver's license issued by a governmental office.

② When the applicant is a juridical person (excluding incorporated administrative agencies and those stipulated in Article 10 of the Regulations)

When a juridical person in Japan submits an application, a certificate of registered information or a certificate of seal registration (in both cases, the certificate must be issued within 6 months of the date of application) along with one document that verifies the juridical person's identity (that indicates the name, address, name of the representative of the juridical person and related information, and is issued by a public office) are required.

When a juridical person outside of Japan submits an application, as a substitute for the certificate of registered information, one document that verifies the registration of the juridical person and is issued by a public agency/office in the country where the juridical person is located is required. In addition, one document that proves that the contact person belongs to the juridical person must be presented or submitted.

③ When the applicant is an agent

Both the applicant and the agent must have their identity verified. As such, the above listed documents in ☐ or ☐ are required for both of them.

In addition, a document that proves the authority of the representation must be submitted (no designated format).

(3) User information to be kept

The information indicated in the Application Form will be kept in order to manage the users.

In addition, a copy of the submitted identity verification document (if the original is submitted, it will be copied by the User Support Unit) will be kept until the procedures described in Section 10 of Chapter 5 are completed.

However, for those whose applications were rejected or accepted but later canceled because the applicant had not submitted a final request or paid the fee by the payable deadline, the identity verification documents will be discarded at that time.

4. Receipt of the Letter of Acceptance/Rejection

The applicant will be notified by e-mail, as a general rule, of the acceptance or rejection of an application within 14 days of the receipt of the Application by the Center. If an applicant needs to receive the Letter of Acceptance/Rejection in hard copy, the applicant should submit a request to the User Support Unit.

(1) When the application is accepted

The applicant will receive a Letter of Acceptance of the Application for Provision of Questionnaire Information (Appendix Form No. 4) that states that the applicant will be provided with the intended questionnaire information, the time of provision, the usage period, and the amount of payable fees (hereinafter referred to as the “Letter of Acceptance”).

The Letter of Acceptance will be sent together with the Request Form (Appendix Form No. 5), the Written Pledge (Appendix Form No. 6), and the Terms and Conditions for the Provision of Questionnaire Information (Attached to Appendix Form No. 6, hereinafter referred to as the “Terms and Conditions”).

In addition, for applications in Categories ☐5 to ☐9, the Information on the Name of the Bank Account for Fee Payment (Reference) (hereinafter referred to as “Bank Account Information”) will also be sent.

(2) When the offer is rejected

The applicant will receive a Letter of Rejection of Application for Provision of Questionnaire Information (Appendix Form No. 7) that indicates the reason for the rejection (hereinafter referred to as the “Letter of Rejection”).

5. Procedures after acceptance of application

To submit a request, the Request Form which contains all of the required information and a Written Pledge which states that all users will comply with the provisions of the Terms and Conditions and is signed or sealed by all users must be submitted by mail or by visiting the Center by the submission deadline stated in the Letter of Acceptance.

For applications submitted by applicants that fall under categories 5 to 9, a document indicating the name on the bank account used for the payment must be included. The payable fee must be paid by the payment deadline stated in the Letter of Acceptance.

(Note) The agreement will be concluded at the time the Request Form and Written Pledge have been submitted and accepted and confirmed by the Center.

Except in cases when the Center is notified in advance, if any of the Request Form, the Written Pledge, or the payment (for applicants that fall under categories 5 to 9) is not confirmed, the given acceptance may be cancelled.

6. Receipt and confirmation of account information

After the Request Form and the Written Pledge are submitted and the paid fee is confirmed, the account information (user ID and password), payment breakdown, and details of the remaining time will be sent by the time of provision stated in the Letter of Acceptance.

If the provision of the account information is likely to be delayed due to unavoidable circumstances such as a natural disaster, the User Support Unit will contact the applicant promptly. Subsequent procedures will be decided based on consultations between the two parties.

7. Submission of Letter of Confirmation

(1) Reservation of the On-site facility

Making a reservation is required to use the on-site facility. After receiving the account information, the applicant should contact the support desk of the intended on-site facility for how to make a reservation. For details, the applicant should consult the portal site.

(2) Submission of the Letter of Confirmation

After confirming that the intended questionnaire information is available at the on-site facility without any issues, the Letter of Confirmation (Appendix Form No. 8) must be submitted promptly. If applicants discover any issues, they should immediately contact the facility.

(3) Disclosure of user information by the Center

Within one month of the account information notification, the Center will disclose the following items as written in the Request Form on the portal site (except for requests made under Category 1 or 2).

- A. Names of all persons who have been provided with questionnaire information
- B. Name of the statistical survey related to the provided questionnaire information
- C. Date and year of provision of the questionnaire information
- D. Affiliation, title, and other related information of the persons who have been provided with questionnaire information (only for natural persons)
- E. Purpose of use of the questionnaire information

8. Appropriate management of questionnaire information

To ensure proper management of questionnaire information, certain obligations are imposed on every use of questionnaire information (Article 42 of the Regulations). Specifically, it is necessary to implement measures for ensuring the appropriate management of questionnaire information including: organizational management, personal management, and other management. Such measures must be

taken for each individual/organization that has been provided with the questionnaire information as follows:

(1) Individuals

When the applicant is an individual such as a university faculty member (as an individual faculty member, not as an entity of the university) or a researcher who has received competitive funds, the recipient must take the following measures to ensure proper management of the questionnaire information.

Other management measures

- To ensure that users have the skills required to appropriately manage questionnaire information, for example, having received questionnaire information in the past and managed it appropriately to produce statistics; or otherwise having managed other individual information appropriately and conducted research analysis.
- To maintain a logbook called a “Questionnaire Information Management Logbook (Appended Form No. 9)” (hereinafter referred to as the “logbook”).
- To conduct independent audits.
- To predetermine procedures for cases of inappropriate disclosure of questionnaire information or other accidents.
- When entrusting work related to the handling of questionnaire information to any third party, the measures to be taken by the entrusted party must be confirmed. In addition, the entrusted person must be properly supervised.

(2) Juridical persons (Universities, associations, etc.)

When the applicant is a university, a public interest incorporated association, or a public interest incorporated foundation, it is necessary to take the following measures to ensure proper management of questionnaire information.

Organizational management measures

- To appoint persons who are responsible for the appropriate management of questionnaire information and to clarify the authorities, responsibilities, and related matters for every person who handles questionnaire information.
- To maintain a management logbook.
- To establish and disseminate basic principles and regulations regarding the appropriate management of questionnaire information, evaluate the status of the implementation of such principles/regulations as needed, and implement necessary improvements.
- To conduct independent audits.
- To develop an institutional system that prevents further damages and to take corrective measure to avoid recurrence as preparedness against possible accidents such as inappropriate disclosures.

Personal management measures

- To ensure that every person who handles questionnaire information does not meet any disqualifying condition.
- To provide necessary education and training regarding applicable laws and regulations for people who handle questionnaire information and other measures required to manage the information.

Other management Measures

- When entrusting work related to the handling of questionnaire information to any third party, the measures to be taken by the entrusted party must be confirmed. In addition, the entrusted person must be properly supervised.

(3) Public institutions, etc.

When the applicant is any public institution, etc., it is necessary to take the following measures to ensure appropriate management of questionnaire information.

Organizational management measures

- To appoint persons who are responsible for the appropriate management of questionnaire information and to clarify the authorities, responsibilities, and related matters for every person who handles questionnaire information.
- To maintain a management logbook.
- To establish and disseminate regulations regarding proper management of questionnaire information, evaluate the status of the implementation of such principles/regulations as needed, and implement necessary improvements.
- To conduct independent audits.
- To develop an institutional system of preparedness against possible accidental disclosure to prevent further damages and take corrective measures to avoid recurrence.

Personal management measures

- To provide necessary education and training regarding applicable laws and regulations for people who handle questionnaire information and other measures required to manage the information.

Other management Measures

- When entrusting work related to the handling of questionnaire information to any third party, the measures to be taken by the entrusted party must be confirmed. In addition, the entrusted person must be properly supervised.

9. Provision of analysis results

(1) Counseling regarding a potential request for provision of analysis results and submission of a Provisional Request Form

Before submitting the Request Form for Provision of Analysis Results (Appendix Form No. 10) (hereinafter referred to as the “Request Form”), careful examination is needed to thoroughly consider and adjust the content of the request so that the produced analysis results satisfy the items in the Standard Items to be Reviewed for Provision of Analysis Results Produced On-site (hereinafter referred to as “Standard Items to be Reviewed”) and that there will be no unclear points or ambiguities.

A provisional request form (hereinafter the “Provisional Request Form”) must be submitted by e-mail. The User Support Unit will provide the necessary advice based on the submitted Provisional Request Form. After examining and adjusting the details of the request based on the Provisional Request, the final Request Form should be submitted.

(2) Submission of the final Request Form

The request for analysis results will be made by submitting a Request Form to the Director of Information Technology Center.

(3) Notification of acceptance/rejection

Acceptance or rejection of requests by the Center will be notified by e-mail. If an applicant needs to receive a Letter of Acceptance/Rejection in hard copy, please submit a request to the User Support Unit.

① When the request is accepted:

A Letter of Acceptance for the Application for Provision of Analysis Results (Appendix Form No. 11) (hereinafter referred to as the “Letter of Acceptance on Analysis Results Provision”) and the analysis results will be sent.

② When the request is rejected

A Letter of Rejection for the Application for Provision of Analysis Results (Appendix Form No. 12) (hereinafter referred to as the “Letter of Rejection on Analysis Results Provision”) will be sent.

10. End of use of questionnaire information

(1) At the end of use of questionnaire information

At the end of the use period, the applicant must promptly submit the statistics produced and/or the results of the statistical research conducted with the questionnaire information, the Report (Appendix Form No. 13), and the logbook.

Immediately after the usage period ends, the account will be deactivated and the questionnaire information used will be deleted. The allocated area on the server of the central computer will also be deleted. However, upon an applicant’s request, the server area may be saved for a certain period of time in consultation with the applicant if there are reasonable grounds, such as the applicant plans to use the questionnaire information again.

(2) Publication of research results by the applicant

(i) Publication of Results

As a general rule, any statistics produced with questionnaire information or results of statistical research conducted using questionnaire information must be published in the manner and timing that have been identified in the Application Forms.

In such a publication, as set forth in the Letter of Acceptance of Analysis Results Provision, it is mandated to clearly state the following:

Example: These statistics have been independently produced by processing questionnaire information obtained through the Survey on XXXXXX (conducted by the Ministry of YYYYYYY) provided by the National Statistics Center. These are NOT produced or published by the Ministry of YYYYYYYY.

If the applicant planned to publish the produced statistics and/or results of the statistical research conducted by submitting one or more papers to academic journals or other means but cannot execute the publication as planned and described in the Application Form because the papers are still under examination at the end of the usage period, the applicant must describe the future prospective schedule in the Report and contact the User Support Unit once the schedule is determined.

(ii) When the publication of results is impossible

If it becomes impossible to publish the research results due to any unavoidable reason, such as the death of the applicant, dissolution of any involved juridical person, or cancellation of the research plan (excluding cases for applicants belonging to Category 1 or 2), an overview of the research conducted and the reason why the results are unable to be published must be reported in the Report.

(3) Publication of the statistics and research results by the Center (excluding applicants belonging to Category 1 or 2)

The Center will, as a general rule, publish the following information on its portal site within 3 months of receipt of the Report stated in paragraph (1).

For such a publication, upon a request from the user, the Center will adjust the publication timing to take into consideration the timing of the publication of the results in scientific papers (in journals or other media) by the user so as not to impair the rights and interest of the user.

- Statistics produced or results of statistical research (in some cases only overviews thereof)
- Matters related to the statistics produced or results of statistical research (e.g., estimation methods and/or analysis methods used)
- Status of publication of the statistics produced and results of statistical research (Names of the journals and the dates of the publication)

Chapter 6. Importing external data or software to an on-site facility

1. How to import external data or software to an on-site facility

If an applicant needs to use some software or programs developed by the applicant at the on-site facility, the applicant must submit a Request for Importing External Data or Software (Appendix Form No. 14, hereinafter referred to as the “Importing External Data or Software Request Form”).

2. Software that is available at on-site facility

Please see the portal site for software that is available on-site.

Chapter 7. Procedures for amending the content of a submitted Application Form

As a general rule, if any item stated in the Application Form needs to be changed after questionnaire information is provided to the applicant, a new application is required. However, when the change is within the scope of the accepted purpose or conditions of use, a new application is not necessary. The applicant should contact the User Support Unit in advance to perform the procedures described below. If any change occurs to the items stated in the Application Form and accordingly the applicant no longer meets the requirements for use (for example, the applicant has lost eligibility for the relevant Grant-in-Aid for Scientific Research (*kakenhi*)), the applicant must terminate the use of questionnaire information promptly and execute the procedures stated in Item 10 of Chapter 5.

1. Cases that require a notification

When the changes are minor, such as a change to the applicant's affiliation name and/or job title or to the contact person due to reassignment, the applicant must promptly submit a Notification Form for Minor Changes (Appendix Form No. 15) and the accordingly revised Application Form. As needed, supplemental documents may be required to verify the change(s).

2. Cases that requires approval by the Center

When the changes are beyond the scope stated in the previous paragraph, a new application must be submitted and approved. The applicant must promptly submit the Application Form for Substantial Changes (Appendix Form No. 16) and the revised Application Form.

After examining the change(s), the Center will notify the applicant of its decision with a Letter of Acceptance of Changes (Appendix Form No. 17) or a Letter of Rejection of Changes (Appendix Form No. 18).

(1) Change of user

When it is necessary to change users (excluding the applicant), an application for change of users must be submitted.

After receiving a Letter of Acceptance of Changes, the applicant must submit a new Request Form and Written Pledge (only for the new users) and must pay the fee (the amount of the fee will be stated in the Letter of Acceptance of Changes) if the applicant falls under Categories 5 to 9.

When a new account is created, after confirming that the intended questionnaire information is available with the new account at the on-site facility without issues, a Letter of Confirmation must be submitted promptly.

(2) Additional provision of questionnaire information

When there is a need for additional questionnaire information without any changes in the purpose of usage (e.g., addition of different year(s) data from an identical survey), the applicant must submit an application for additional provision of questionnaire information.

To be provided with additional questionnaire information, all of the following requirements must be met:

- Reasonable grounds for the necessity of additional questionnaire information must be provided.
- There is no change in the purpose of use or provision conditions.
- The additional request is the first one since the original application was accepted.

After receiving the Letter of Acceptance of Changes, the applicant must submit the Request Form and pay the fee if the applicant falls under Categories 5 to 9 (the amount of the fee will be stated in the Letter of Acceptance of Changes).

After confirming that the intended additional questionnaire information is available at the on-site facility without issues, a Letter of Confirmation must be submitted promptly.

(3) Extension of usage period

If an extension of the usage period is needed due to unavoidable circumstances, the applicant may submit an application for an extension of the usage period.

In order for an extension application to be submitted, it must meet all of the following requirements:

- Reasonable grounds for the necessity of the extension must be provided.
- There is no change in the purpose of use or usage conditions.
- The length of the extension requested is the minimum required given the reason for the extension.
- The application for an extension is the first one after the acceptance was given for the provision of questionnaire information.

After receiving the Letter of Acceptance of Changes, a new Request Form must be submitted.

(4) Changes to the time needed to provide applicant support

If the total of the time required for the provision of newly requested analysis results and the time taken for all administrative tasks performed for the applicant thus far exceeds the time stated in the Application Form, the applicant must submit an application for change.

After receiving the Letter of Acceptance of Changes, the applicant must submit the Request Form and pay the fee if the applicant falls under Categories 5 to 9 (the amount of the fee will be stated in the Letter of Acceptance of Change).

After receiving the payment, an itemized receipt of the fee paid will be sent. A Letter of Confirmation must be submitted promptly after receiving the itemized receipt.

Chapter 8. Termination of the Agreement due to Applicant Misconduct

If any of the following reasons apply, the Center may contact the applicant and terminate the Agreement. In such cases, the account will be promptly deactivated and the used questionnaire information will be deleted.

- The user has committed any act that violates the Terms and Conditions.
- The user has committed any gross negligence or breach of trust.
- When the Center deems it appropriate to terminate the Agreement due to misrepresentation in the Request Documents or other reasons under the user's responsibility.

Chapter 9. Measures to be taken for inappropriate usage

1. Punishments imposed under the Statistics Act

Any person who has received questionnaire information is subject to appropriate management obligations, confidentiality obligations, and prohibition of use of questionnaire information for any unauthorized purpose (Article 42, Paragraph 1 and Article 43, Paragraphs 1 and 2 of the Act). In cases of violations, penalties will be imposed as set forth in Article 57, Paragraph 1, Item (iii) and Article 59, Paragraph 2 of the Act.

2. Measures against violations

For any actual or concerns of violations of laws, regulations, or contracts or any other conduct that may damage the public trust in the questionnaire information provision scheme as listed below, the Center will not only provide instructions to promptly take corrective measures to the concerned applicant, but also consider applying legal penalties. Furthermore, the Center will take the necessary measures such as suspension of use of questionnaire information for a certain period of time based on the individual conduct.

- If disclose questionnaire information - questionnaire information provision will be prohibited for 1 to 12 months.
- If use questionnaire information for any purpose other than the accepted purpose -questionnaire information provision will be prohibited for 1 to 12 months.
- Without any justifiable reason, if do not submit the statistics produced, the results of statistical research conducted with questionnaire information, the Report, or logbook used for management of questionnaire information - provision of further questionnaire information will be prohibited until they are submitted plus for a period equivalent to the days of the submission delay.

- Without any justifiable reason, if do not publish the statistics produced or the results of statistical research conducted with questionnaire information - provision of further questionnaire information will be prohibited until they are publicized plus for a period equivalent to the days of the publication delay.

- If commit any other conduct that may damage the public trust in this questionnaire information provision scheme - prohibition of provision of questionnaire information based on the individual conduct, with reference to the above penalties.

3. Cooperation with secondary use of other questionnaire information

In terms of the provision of questionnaire information (Article 33, Paragraph 1 or Article 33-2, Paragraph 1 of the Act), production of statistics, etc. by entrustment (Article 34, Paragraph 1 of the Act), and provision of anonymized data (Article 36, Paragraph 1 of the Act), when an applicant is subject to a punitive measure such as suspension of use of questionnaire information for a certain period due to a breach of law, regulation or contract, questionnaire information shall not be provided to the applicant for the same period.

4. When any inappropriate use is found

The Act is included in the scope of the Whistleblower Protection Act (Act No. 122 of 2004). Therefore, any person who submits any report for public interest is protected from disadvantageous treatment.

Appendix Table 1 Time required to provide questionnaire information

Task		Time required (minutes)	Details of the task
Process an application		10	Fundamental administrative procedures needed upon submission of application for provision of questionnaire information or application for changes
Administrative process for retrieving questionnaire information	Setting up the computing environment	30	Setting up the computing environment for users to use the on-site system
	Setting up an environment for each user	$30 \times \text{number of users}$	Setting up an environment to use the on-site system such as account creation for each user
	Copy of questionnaire information	$15 \times \text{the number of surveys} \times \text{the number of target years}$	Copying questionnaire information to the on-site system environment
	Import of data brought-in by the user	$15 \times \text{number of times}$	Importing data brought-in by the user to the on-site system environment
	Installation of external software	Calculated according to the content of individual applications *1	Installing external software brought-in by the user to the on-site system environment Includes administrative work such as confirmation / maintenance of system environment, license authentication in off-line environment, and verification of proper operation.
Examination of data		Calculated according to the content of individual applications *2	To confirm whether the individuals or juridical persons are appropriately suppressed in the produced statistics.

* The required time above indicated may be reviewed in the future based on actual tasks processed.

*1:

Time required to install external software = (time required to prepare PCs for software installation) + (time required to install the external software brought in)

(Time required to prepare PCs for software installation) = (the number of PCs on which the external software is installed) \times 120 min

(Time required to install the external software brought in) = (Time required by type of software (*Please refer to Appendix Table 2: Time Required by Type of Software)).

*2:

Time required for data examination = (time required for statistical table examination) + (time required for regression model examination) + (the number of other analysis results to be provided) \times 120 minutes

(Time required for statistical table examination) = ((Total number of statistical tables) × 30 minutes) + ((Total number of cells) × 10 seconds)

(Time required for regression model examination) = (The number of regression model results) × 30 minutes

Appendix Table 2 Time Required by Type of Software

Name of software	Time (min)
IBM SPSS	300
Stata	300
Microsoft Visual Studio	300
Other software	Negotiable

Appendix: Standard Items to be Reviewed for Provision of Analysis Results Produced On-site

Tables 1 and 2 below define the standard items to be reviewed before providing any analysis results produced by on-site use of questionnaire information. If the analysis results include all or part of the questionnaire information, the provision thereof may not be requested. When requesting for provision of analysis results, the applicant shall, in principle, ensure that the analysis results satisfy the requirements listed in Table 1. If a request for provision of statistical tables does not satisfy the requirements in Table 1.I, the applicant shall take suppression measures by the method stipulated in Table 2 or other methods. The analysis results are deemed to satisfy the items to be reviewed when the results satisfy all of the Items listed in Table 1.

[Definitions of terms and notes]

(Table 1)

* 1. Categories of analysis results

Refers to the following three categories of analysis results that are requested to be provided: (I) statistical table, (II) statistics, and (III) others.

* 2. Items to be reviewed

Refers to the items to be reviewed in analysis results that are requested to be provided.

* 3. Non-weighted

Refers to items to be reviewed with values that are not weighted (not being multiplied by weighting rates) even if the analysis results requested have been produced with weighting in the course of aggregation.

* 4. Weighted

Refers to items to be reviewed with values that are weighted (being multiplied by weighting rates) even if the analysis results requested have been produced without weighting in the course of aggregation.

* 5. Without variable transformation

Refers to items to be reviewed using values before conducting variable transformation (e.g., logarithmic transformation, power root transformation, etc.) even if the analysis results requested have been produced with any variable transformation.

(Common between Tables 1 and 2)

*6. Items presented with a number in a rectangle (i.e., $\boxed{1}$, $\boxed{2}$...)

Refers to items to be reviewed that are not mandatory for all applicants. These items may be required to be submitted or presented to the Center (for whether this will apply or not, please contact the User Support Unit in advance).

* 7. Information that must be presented by the applicant

Refers to information to be attached to a request when making a request for provision of analysis results to allow the analysis results to be examined and reviewed by the Center. In addition, other information may be requested for presentation. For example: Outline of the analysis results, the data used (including the data of indicators and/or variables created by the applicant), the original variables, and the explanation of the variables created by the applicant themselves.

Table 1 Standard Items to be Reviewed

Categories of analysis results ^{*1}		Items to be reviewed ^{*2}	Information that must be presented by the applicant ^{*7}
I Statistical table	1. Frequency table, relative frequency table	① [Frequency] There is no cell value that has been calculated with 1 to 9 survey objects (non-weighted ^{*3})	① [Frequency] Frequency of each cell value (Non-weighted ^{*3})
		② ^{*6} [Frequency] There are no cell values that exceed 90% of the row-total or column-total (non-weighted ^{*3})	② ^{*6} [Frequency] Relative frequency of each cell value (percentage of a cell value to the row-total or the column-total) (non-weighted ^{*3})
		③ ^{*6} [Frequency] There are no cell values that exceed 90% of the row-total or column-total (weighted ^{*4})	③ ^{*6} [Frequency] Relative frequency of each cell value (percentage of the cell value to the row-total or the column-total) (weighted ^{*4})
	2.1 Magnitude table (grand total) (In the case of individual / household survey)	① [Frequency] There is no cell value that has been calculated with 1 to 9 survey objects (non-weighted ^{*3})	① [Frequency] Frequency of each cell value (Non-weighted ^{*3})
		② ^{*6} [Frequency] There are no cell values that exceed 90% of the row-total or column-total (non-weighted ^{*3})	② ^{*6} [Frequency] Relative frequency of each cell value (percentage of a cell value to the row-total or the column-total) (non-weighted ^{*3})
		③ ^{*6} [Frequency] There are no cell values that exceed 90% of the row-total or column-total (weighted ^{*4})	③ ^{*6} [Frequency] Relative frequency of each cell value (percentage of the cell value to the row-total or the column-total) (weighted ^{*4})
	2.2 Magnitude tables (grand total) (In the case of office / business entity survey)	① [Frequency] There is no cell value that has been calculated with 1 to 9 survey objects (non-weighted ^{*3}) ② [Magnitude] There is no cell value to which one survey object contributes more than 70% (without variable transformation ^{*5})	① [Frequency] Frequency of each cell value (Non-weighted ^{*3}) ② [Magnitude] The value x_1 that represents the survey object that contributes to each cell value the most; and the percentage that x_1

			accounts for the cell value X (without variable transformation ^{*5)}
		② [Magnitude] There are no cell values to which two survey objects contribute more than 85% (without variable transformation ^{*5)}	③ [Magnitude] The values x_1, x_2 , which represent the survey objects that contribute to the cell value the most and the second-most; and the percentage that the aggregated value of x_1 and x_2 accounts for the cell value X (without variable transformation ^{*5)}
		④ ^{*6} [Frequency] There are no cell values that exceed 90% of the row-total or column-total (non-weighted ^{*3)}	④ ^{*6} [Frequency] Relative frequency of each cell value (percentage of a cell value to the row-total or the column-total) (non-weighted ^{*3)}
		⑤ ^{*6} [Frequency] There are no cell values that exceed 90% of the row-total or column-total (weighted ^{*4)}	⑤ ^{*6} [Frequency] Relative frequency of each cell value (percentage of a cell value to the row-total or the column-total) (weighted ^{*4)}

	3. Magnitude tables (average, relative frequency, and concentration ratio)	① The grand total table that has the same summary section satisfies items to be reviewed listed in 2.1 or 2.2 magnitude table (grand total)	① The table satisfies items to be reviewed listed in 2.1 or 2.2 Magnitude table (grand total).
	4. Other statistical tables	① The statistics included in each cell satisfies the applicable items to be reviewed for II Statistics	① The table satisfies the applicable items to be reviewed for II Statistics.
II Statistics	5. The most frequent value	① [Frequency] There is no cell value that has been calculated with 1 to 9 survey objects (Non- weighted ^{*3})	① [Frequency] The frequency of the value (Non- weighted ^{*3})
		② ^{*6} 【Frequency】 The number of survey objects with the most frequent value does not exceed 90% of the total number of survey objects used for the calculation (Non- weighted ^{*3})	② ^{*6} 【Frequency】 The proportion that the number of survey objects with the most frequent value accounts for in the total number of survey objects used for the calculation (Non- weighted ^{*3})
		③ ^{*6} 【Frequency】 The number of survey objects with the most frequent value does not exceed 90% of the total number of survey objects used for the calculation (Weighted ^{*4})	③ ^{*6} 【Frequency】 The proportion that the number of survey objects with the most frequent value accounts for in the total number of survey objects used for the calculation (Weighted ^{*4})
	6.1 (Grand total, relative frequency, and concentration ratio) (In the case of individual / household survey)	① [Frequency] There is no cell value that has been calculated with 1 to 9 survey objects (Non- weighted ^{*3})	① [Frequency] The frequencies of values (Non- weighted ^{*3})
	6.2 (Grand total, relative frequency, and concentration ratio) (In the case of office / business entity survey)	① [Frequency] There is no cell value that has been calculated with 1 to 9 survey objects (Non- weighted ^{*3}) ② [Magnitude] There is no survey object of which contribution exceeds 70% to the grand total (without variable transformation ^{*5})	① [Frequency] The frequencies of values (Non- weighted ^{*3}) ② [Magnitude] The grand total X , value x_1 that represents the survey object that most contributes to the grand total and the percentage

		that x_1 accounts for in the grand total (without variable transformation *5)
	③ [Magnitude] There are no survey objects of which aggregated contribution exceeds 85% to the grand total (without variable transformation *5)	③ [Magnitude] Grand total X , the values x_1 , x_2 , which represent the survey objects that contribute to the grand total the most and the second-most, and the percentage that the aggregated value of x_1 and x_2 accounts for the grand total X (without variable transformation *5)
7. Linear regression coefficients, non-linear regression coefficients	① 【Degree of freedom】 The degrees of freedom of the residuals are 10 or more	① 【Degree of freedom】 The degrees of freedom of residuals
8. Higher-order moments of distribution ¹ , correlation coefficient, summary statistic and test statistic ²	② 【Data】 There is no value that is produced with data representing only one survey object (e.g. not produced using time-series data on only one survey object)	③ 【Data】 Explanatory materials for objective and explanatory variables
9. The maximum and minimum values	① 【Degree of freedom】 The degrees of freedom are 10 or more	① 【Degree of freedom】 The degrees of freedom
	① Cannot be provided (Because normally they represent only one survey object)	

¹ Variance, skewness, kurtosis, etc.

² Coefficient of determination, coefficient of variation, variance, information criterion, t-test, F-test, χ^2 test, Wald test, Hausman test, etc.

III Others	10. Estimated residual	① Cannot be provided (Because there is a significant risk that observed values can be estimated easily)	
	11. Graph	① Cannot be provided (Because normally it can be created with other analysis results permitted to be taken out)	
	12. Analysis program, operation log	① There are no statistics or statistical table included	

Table 2 Suppression Measures for Statistical Tables

Suppression method	Detailed method of suppression	
1. Change of summary sections	Change the section to be summed up for each cell and aggregate them again so that the items listed in Table 1 are satisfied. Ways of changing such sections include: division of an existing section, integrating two or more existing sections, newly defining a section.	
2. Change of summary sections	Enhance or shrink the scope of aggregation target and aggregate them again so that the items listed in Table 1 are satisfied. (Example: When the summary target is a statistical table created only with survey objects belonging to a certain Group X, (1) To create a new statistical table by adding survey objects belonging to Group Y to the aggregation target (enhancement). (2) To create a new statistical table by excluding survey objects that have values that significantly deviate from other objects belonging to Group X. (shrinking)).	
3. Suppress cell values	Suppression measures	Presented by the applicant* ⁷
	<p>To ensure that the cell values satisfy the below items for primary suppression, secondary suppression, and suppression intervals.</p> <p>① Primary suppression: Replace cell values that do not satisfy the items listed in the Table 1 with a symbol such as “X” so that the specific values will not be presented.</p> <p>② Secondary suppression: If the cell values that have undergone primary suppression can be calculated using the values of other cells, row-total, column-total, or the like, such calculation must be prevented. Replace the values of cells other than cells that are the target of primary suppression with a symbol such as “X” so that the values will not be presented.</p> <p>③^{*6} Suppression interval (in the case of frequency table): The difference between the possible maximum value and the possible minimum value (suppression interval) of each cell that has undergone the primary suppression must be 10 or more in the frequency.</p>	<p>① Statistics table before suppression being applied</p> <p>② Information that clearly indicates the location of each cell to which suppression is primarily applied</p> <p>③ (In the case of a frequency table) The possible maximum value and the possible minimum value of each primarily suppressed cell and the difference between the</p>

	<p>□4 *6 Suppression interval (in the case of magnitude table): The difference between the possible maximum value and the possible minimum value (suppression interval) of each cell that has undergone the primary suppression must be 30% or more of the cell value.</p>	<p>maximum value and the minimum value.</p> <p>④ (In the case of a magnitude table) The possible maximum value and the possible minimum value of each suppressed cell and the value obtained by dividing the difference between the maximum value and the minimum value with the cell value.</p>
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Statistics Act (Excerpt)

(Definitions)

Article 2 (1) The term “administrative organs” as used in this Act means organs established within the Cabinet or organs established under the jurisdiction of the Cabinet pursuant to the provisions of laws, the Imperial Household Agency, organs provided in Article 49, paragraph (1) or paragraph (2) of the Act for Establishment of the Cabinet Office (Act No. 89 of 1999) or organs provided in Article 3, paragraph (2) of the National Government Organization Act (Act No. 120 of 1948).

(2) The term “incorporated administrative agencies, etc.” as used in this Act means juridical persons listed as follows:

- (i) Incorporated administrative agencies (meaning incorporated administrative agencies provided in Article 2, paragraph (1) of the Act on General Rules for Incorporated Administrative Agencies (Act No. 103 of 1999); the same shall apply in the following items);
 - (ii) Juridical persons specified by a Cabinet Order among those directly incorporated by Acts, and those incorporated through a special act for establishment under a special Act (excluding incorporated administrative agencies), or those incorporated under special Acts and where approval from administrative agencies is required for their incorporation.
- [...]

The term “questionnaire information” as used in this Act means information collected through statistical surveys that is recorded in documents, pictures, or electromagnetic records (meaning records made by an electronic form, a magnetic form, or any other form not recognizable to human perception). ...

(Provision of Questionnaire Information)

Article 33 (1) When persons listed in the following items take the acts specified in the respective items, the head of an administrative organ or a specified incorporated administrative agency, etc. may provide such persons with questionnaire information pertaining to statistical surveys they have conducted, in response to the request from those persons, pursuant to the provision of an Ordinance of the Ministry of Internal Affairs and Communications:

- (i) An administrative organ, etc. or a person specified by an Ordinance of the Ministry of Internal Affairs and Communications as deemed to be equivalent to an administrative organ, etc.: the production of statistics, etc. or preparation of a list of names pertaining to surveys for producing statistics; ...

Article 33-2 (1) Beyond what is set forth in the Paragraph (1) of the preceding Article, the head of an administrative organ or a specified incorporated administrative agency, etc. may provide questionnaire information pertaining to statistical surveys that they have conducted, in response to the request from the citizens, to those who conduct production of statistics, etc. when finding it would contribute to the development of academic research or in other cases with expected significant public interest as specified by an Ordinance of the Ministry of Internal Affairs and Communications. ...

(Production of Statistics, etc. by Entrustment)

Article 34 (1) The head of an administrative organ or a specified incorporated administrative agency etc. may conduct production of statistics, etc. by utilizing questionnaire information pertaining to statistical surveys conducted by himself/herself in response to the entrustment by the citizens, pursuant to the provision of an Ordinance of the Ministry of Internal Affairs and Communications, within limits that would not cause any hindrance to the performance of his/her business, when finding it would contribute to the development of academic research or in other cases with expected significant public interest as specified by an Ordinance of the Ministry of Internal Affairs and Communications. ...

(Provision of Anonymized Data)

Article 36 (1) The head of an administrative organ or a specified incorporated administrative agency, etc. may provide anonymized data produced pursuant to the provision of Article 35, Paragraph (1) upon a request from the citizens, pursuant to the provision of an Ordinance of the Ministry of Internal Affairs and Communications, when finding that it would contribute to the development of academic research or in other cases with expected significant public interest as specified by an Ordinance of the Ministry of Internal Affairs and Communications. ...

(Fees)

Article 38 (1) A person who receives provision of questionnaire information pertaining to a statistical survey conducted by a head of an administrative organ pursuant to the provision of Article 33-2, Paragraph (1), a person who makes an entrustment to the head of an administrative organ pursuant to the provision of Article 34, or a person who receives the provision of anonymized data produced by the head of an administrative organ pursuant to the provision of Article 36 shall pay a fee specified by a Cabinet Order by taking into account the actual cost to the national government (when the National Statistics Center has accepted an entrustment to conduct all of the duties pursuant to the provision of Article 33-2, Paragraph (1), Article 34, Paragraph (1), or Article 36, Paragraph (1), the fee shall be paid to the National Statistics Center.). ...

(Appropriate Management by a Person Who Has Received Questionnaire Information, etc.)

Article 42 (1) Any person listed in the following items shall take necessary measures for managing the information specified in the respective items as specified by an Ordinance of the Ministry of Internal Affairs and Communications:

- (i) A person who has received questionnaire information pursuant to the provision of Article 33, Paragraph (1) or Article 33-2, Paragraph (1): the questionnaire information;
- [...]
- (2) The provision of the preceding paragraph shall apply mutatis mutandis to a person who has accepted an entrustment of the business concerning the handling of information specified in each item of the same paragraph from a person listed in the respective items or a person who has accepted an entrustment of other business pertaining to the entrustment.

(Confidentiality Obligation of a Person Who Has Received Questionnaire Information, etc.)

Article 43 (1) Any person listed in the following items shall not divulge any secret of individuals or juridical persons, or other organizations which he/she has learned with regard to the business specified in the respective items:

- (i) A person listed in Paragraph (1), Item (i) of the preceding Article who is or was engaged in the handling of questionnaire information specified in the same item: the business to handle the questionnaire information;
- (2) A person who has received questionnaire information pursuant to the provision of Article 33, Paragraph (1) or Article 33-2, Paragraph (1), or a person who has received anonymized data pursuant to the provision of Article 36, Paragraph (1), a person who has accepted an entrustment of the business concerning the handling of the questionnaire information or the anonymized data from such persons, or a person who is or was engaged in other business pertaining to the entrustment shall not utilize himself/herself or provide the questionnaire information or the anonymized data for purposes other than those for having received the provision thereof.

Article 57 (1) Any person who falls under any of the following items shall be punished by imprisonment with work for not more than two years or a fine of not more than 1,000,000 yen:

[...]

(iii) Any person who, in violation of Article 43, Paragraph (1), divulged any secret of individuals or juridical persons, or other organizations which he/she learned with regard to the business thereof. ...

Article 59 (1) When a person listed in each item of Article 41 provided or misappropriated the information specified in each item of the same Article that he/she handles, for the purpose of acquiring a wrongful gain for himself/herself or a third party, he/she shall be punished by imprisonment with work for not more than one year or a fine of not more than 500,000 yen.

(2) When a person listed in each item of Article 43, Paragraph (1) provided or misappropriated the questionnaire information pertaining to his/her handling or utilization thereof, for the purpose of acquiring a wrongful gain for himself/herself or a third party, he/she shall be punished by imprisonment with work for not more than one year or a fine of not more than 500,000 yen.

Cabinet Order for the Enforcement of the Statistics Act (Excerpt)

(Specified Incorporated Administrative Agency, etc. and the Notification Procedures for statistical surveys conducted by them)

Article 8 The incorporated administrative agency, etc. to be specified by an Ordinance of the Ministry of Internal Affairs and Communications under Article 25 of the Act shall be the Bank of Japan. ...

(Amounts of Fees)

Article 12 The amount of the fee to be paid pursuant to Article 38, Paragraph (1) of the Act, by a person who receives the provision of questionnaire information pertaining to a statistical survey conducted by a head of an administrative organ under Article 33-2, Paragraph (1) of the Act, is the total of the amounts set forth in the following items:

(i) 4400 yen for each hour required to provide questionnaire information, ...

Regulations for the Enforcement of the Statistics Act (Excerpt)

(Procedures for Provision of Questionnaire Information Pursuant to Article 33, Paragraph (1) of the Act)

Article 8 Any person who intends to request for the head of an administrative organ or a specified incorporated administrative agency, etc. to provide questionnaire information pursuant to Article 33, Paragraph (1) of the Act (hereinafter referred to as the "Article 33 applicant") shall submit an application for provision of questionnaire information to the head of the relevant administrative organ or the specified incorporated administrative agency, etc. by submitting a document indicating the information listed in the following items (hereinafter referred to as the "Article 33 application form") along with the supplemental documents that are deemed necessary for the administrative work concerning the provision of questionnaire information by the head of the relevant administrative agency or the specified incorporated administrative agency, etc.

[...]

(ii) When the Article 33 applicant is a corporation or any other organization for which the representative person or administrator has been designated (hereinafter referred to as "corporation, etc."), the items listed below:

[...]

(2) The Article 33 applicant shall, when submitting an application set forth in the preceding paragraph, present or submit the following documents to the head of an administrative organ or a specified incorporated administrative agency, etc.

- (i) A driver's license, a health insurance card, an Individual Number Card prescribed in Article 2, Paragraph (7) of the Act on the Use of Numbers to Identify a Particular Individual in Administrative Procedures (Act No. 27 of 2013), a residence card prescribed in Article 19-3 of the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951), or a special permanent resident certificate prescribed in Article 7, Paragraph (1) of the Special Act on the Immigration Control of Inter Alia, Those who Have Lost Japanese Nationality Pursuant to the Treaty of Peace with Japan (Act No. 71 of 1991) that is valid as of the date of application and shows the same name, date of birth, and address as those of the Article 33 applicant (applicable only for cases in which the applicant is a natural person), and those of their agent if any, as written in the Article 33 application form and its attached documents (hereinafter referred to as "Article 33 application form, etc.") or any other documents sufficient for use in verifying their identities.
- (ii) When the Article 33 applicant is a corporation, etc. (excluding incorporated administrative agencies, etc. or persons stipulated in Article 10), a certificate of registered information or a certificate of seal registration, issued within six months prior to the date of application, showing the same name and address and representative or administrator name as those written in the Article 33 application form, etc. or any other documents sufficient for use in verifying its identity.
- (iii) A document evidencing the authority of representation if the application is filed by an agent. ...

(Persons Equivalent to Administrative Organs, etc.)

Article 10 The persons to be specified by an Ordinance of the Ministry of Internal Affairs and Communications under Article 33, Paragraph (1), Item (i) of the Act, shall be the Board of Audit, the Local Independent Administrative Agency, regional public housing corporations, regional public road corporations, and land development corporations.

(Production of Statistics, etc. for Which Questionnaire Information may be Provided)

Article 11 The production of statistics, etc. specified by an Ordinance of the Ministry of Internal Affairs and Communications under Article 33, Paragraph (1), Item (ii) of the Act shall be as listed in the following items:

- (i) Production of statistics, etc. pertaining to research or study conducted by administrative organs or the persons stipulated in the preceding Article (hereinafter collectively referred to as "public organs") by entrusting to or in cooperation with any third party in which necessary measures for appropriate management of questionnaire information specified in Article 42 are taken;
- (ii) Production of statistics, etc. pertaining to research or study of which conducting costs are subsidized by public organs through public invitation in which necessary measures for appropriate management of questionnaire information specified in Article 42 are taken;
- (iii) Production of statistics, etc. that is considered to be useful for policy planning, implementation, or assessment by the head of an administrative organ or a specified incorporated administrative agency, etc. or any other production of statistics, etc. that is considered to have a special cause that is equivalent to the public interest as stipulated in Article 33, Paragraph (1), Item (ii) provided that the necessary measures for appropriate management of questionnaire information as stipulated in Article 42 are taken.

(2) Any person who conducts the production of statistics, etc. stipulated in the preceding Paragraph shall not fall under of any of the following:

- (i) A person sentenced to a fine or higher punishment for violating a provision of the Act, the Act on the Protection of Personal Information (Act No. 57 of 2003), the Act on the Protection of Personal Information Held by Administrative Organs (Act No. 58 of 2003), the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. (Act No. 59 of 2003), or an order based thereon, if it has not been five years since the day the person finished serving the sentence or ceased to be subject to its enforcement;
- (ii) A person who is a member of an organized crime group as prescribed in Article 2, Item (vi) of the Act on Prevention of Unjust Acts by Organized Crime Group Members (Act No. 77 of 1991) (hereinafter referred to as an "organized crime group member") or for whom 5 years have not passed since the person ceased to be an organized crime group member (hereinafter referred to as a "organized crime group member, etc.")
- (ii) A corporation etc. any of whose officers falls under any of the preceding two items;
- (iv) A person whose business activities are controlled by an organized crime group member, etc. or a person that is likely to employ an organized crime group member, etc., in the business or use an organized crime group member, etc., as an assistant in that business;
- (v) In addition to the persons listed in the preceding items, a person who is recognized by the head of an administrative organ or a specified incorporated administrative agency, etc. as inappropriate to be provided with questionnaire information pursuant to the provisions of Article 33, Paragraph (1) of the Act, because of having committed inappropriate conduct using questionnaire information or anonymized data, or having violated relevant laws or regulations.

(Procedures for Provision of Questionnaire Information pursuant to Article 33-2, Paragraph (1) of the Act)

Article 17 A person who intends to request for a head of an administrative organ or a specified incorporated administrative agency, etc. to provide questionnaire information pursuant to Article 33-2, Paragraph (1) of the Act (hereinafter referred to as the "Article 33-2 applicant") shall submit an application for provision of questionnaire information to the head of the relevant administrative organ or the specified incorporated administrative agency, etc. by submitting a document indicating the information listed in the following items (hereinafter referred to as the "Article 33-2 application form") along with the supplemental documents that are deemed necessary for administrative work concerning the provision of questionnaire information by the head of the relevant administrative organ or the specified incorporated administrative agency, etc. (or the National Statistics Center when such organ or agency etc. entrusts all of the work to be conducted to the National Statistics Center pursuant to Article 37 of the Act. The same shall apply hereinafter).

- (i) When the Article 33-2 applicant is a corporation, etc. (excluding incorporated administrative agencies, etc. or persons stipulated in Article 10. The same shall apply in this paragraph and the following paragraph), the items listed below: [...]
- (2) The Article 33-2 applicant shall, when submitting an application set forth in the preceding paragraph, present or submit the following documents to the head of an administrative organ or a specified incorporated administrative agency, etc.
 - (i) A driver's license, a health insurance card, an Individual Number Card prescribed in Article 2, Paragraph (7) of the Act on the Use of Numbers to Identify a Particular Individual in Administrative Procedures, a residence card prescribed in Article 19-3 of the Immigration Control and Refugee Recognition Act, or a special permanent resident certificate prescribed in Article 7, Paragraph (1) of the Special Act on the Immigration Control of Inter Alia, Those who Have Lost Japanese Nationality Pursuant to the Treaty of Peace with Japan that is valid as of the date of application and shows the same name, date of birth, and address as those of the Article 33-2 applicant (applicable only for cases in which the applicant is a natural person), and those of their agent if any, as written in the Article 33-2 application form and its attached documents (hereinafter referred to as "Article 33-2 application form, etc.") or any other documents sufficient for use in verifying their identities.
 - (ii) When the Article 33-2 applicant is a corporation etc., a certificate of registered information or certificate of seal registration, prepared within six months prior to the date of application, showing the same name and address and representative or administrator name as the name and address of the corporation, etc. and the name of its representative or administrator that is written on the Article 33-2 application form, etc. or any other documents sufficient for use in verifying its identity. ...

Article 19 The production of statistics, etc. using questionnaire information conducted for significant public interest stipulated in Article 33-2, Paragraph (1) of the Act shall be as listed in the following items:

- (i) Production of statistics, etc. that would contribute to the development of academic research and is recognized to satisfy all of the following requirements:
 - (a) It is any of the items listed below and its direct purpose is to contribute to the development of academic research
 - (1) Production of statistics, etc. pertaining to research or a study conducted by any of the universities or national colleges of technology prescribed in Article 1 of the School Education Act (Act No. 26 of 1947) or specialized training colleges (only those providing the postsecondary course prescribed in Article 125, Paragraph (1) of the same Act) (hereinafter collectively referred to as the "universities, etc.") or research or a study conducted by public interest incorporated associations or public interest incorporated foundations (only those that fall under the "business for public interest purpose" prescribed in Article 2, Item (iv) of the Act on Authorization of Public Interest Incorporated Associations and Public Interest Incorporated Foundation (Act No. 49 of 2006), hereinafter referred to as the "business for public interest purposes") or research or a study conducted by any of these entities by entrusting to or in cooperation with any third party.
 - (2) Production of statistics, etc. pertaining to research or a study conducted by any faculty member belonging to universities, etc. by themselves or in cooperation with other person(s).
 - (3) Production of statistics, etc. pertaining to research or a study for which conducting costs are subsidized by any public interest incorporated associations or public interest incorporated foundations (for subsidies provided from public interest incorporated associations or public interest incorporated foundations, only support provided for the business for public interest purpose) through public invitation.
 - (4) Production of statistics, etc. that is considered to be useful for policy planning, implementation, or assessment by the head of an administrative organ or a specified incorporated administrative agency, etc. or any other production of statistics, etc. that is considered to have a special cause that is equivalent to the public interest as stipulated in Article 33-2, Paragraph (1);
 - (b) The results of research conducted using questionnaire information will be published (excluding the publication made under Article 33, Paragraph (4) of the Act applied pursuant to provision of Article 33-2, Paragraph (2)).
 - (c) There are no concerns that any rights or interests of natural or juridical persons are damaged; or the national security is not threatened.
 - (d) The necessary measures for appropriate management of questionnaire information specified in Article 42 are taken.
- (ii) Production of statistics, etc. that would contribute to the development of higher education and is recognized to satisfy all of the following requirements:
 - (a) Its direct purpose is to use questionnaire information in usage for education at universities, etc.

- (b) The content of education using questionnaire information will be published (excluding the publication made under Article 33, Paragraph (4) of the Act applied pursuant to provision of Article 33-2, Paragraph (2)).
- (c) The requirements listed in (c) and (d) of Item (i).
- (2) The person who conducts the production of statistics, etc. stipulated in the preceding paragraph shall not fall under of any of the following:
 - (i) A person sentenced to a fine or higher punishment for violating a provision of the Act, the Act on the Protection of Personal Information, the Act on the Protection of Personal Information Held by Administrative organs, the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc., or an order based thereon, if it has not been five years since the day the person finished serving the sentence or ceased to be subject to its enforcement.
 - (ii) A person who is an organized crime group member, etc.
 - (iii) A corporation, etc. any of whose officers falls under any of the preceding two items.
 - (iv) A person whose business activities are controlled by an organized crime group member, etc. or a person that is likely to employ an organized crime group member, etc., in business with or use an organized crime group member, etc., as an assistant in that business.
 - (v) In addition to the persons listed in the preceding items, a person who is recognized by the head of an administrative agency or a specified incorporated administrative agency, etc. as inappropriate to be provided with questionnaire information pursuant to the provisions of Article 33-2, Paragraph (1) of the Act, because of having committed inappropriate conduct using questionnaire information or anonymized data or having violated relevant laws or regulations.

Article 42 The necessary measures for managing the information specified in Article 42, Paragraph (1), Item (i) of the Act (hereinafter referred to the "Paragraph (1) questionnaire information") to be taken by the person who is stipulated in the same item to be specified by an Ordinance of the Ministry of Internal Affairs and Communications, shall be as listed below by category of the person as set forth in each item:

- (i) Public organs, etc.:
 - (a) Organizational management measures
 - (1) To clarify the authorities and duties of persons who handle Paragraph (1) questionnaire information.
 - (2) To maintain a logbook for management of Paragraph (1) questionnaire information.
 - (3) To establish and implement regulations for appropriate management of Paragraph (1) questionnaire information and to evaluate the implementation thereof and take corrective measures.
 - (4) To conduct independent audits that include confirmation of the validity of the self-inspection performed by persons who handle Paragraph (1) questionnaire information.
 - (5) To establish an administrative system for responding to cases of disclosure, loss or damage of Paragraph (1) questionnaire information.
 - (b) To provide necessary education and training for those who handle Paragraph (1) questionnaire information as a personal management measure.
 - [...]
 - (c) Other management measures
 - (1) When entrusting some work related to the handling of Paragraph (1) questionnaire information to a third party, to perform necessary confirmation of the measures for appropriate management of Paragraph (1) questionnaire information to be taken by the entrusted party.
 - (2) To supervise the entrusted party under the previous paragraph as needed and appropriately.
- (ii) Corporation, etc. (excluding those listed in the preceding item)
 - (a) Organizational management measures
 - (1) To establish the basic policy on appropriate management of Paragraph (1) questionnaire information.
 - (2) To clarify the authorities and duties of persons who handle Paragraph (1) questionnaire information.
 - (3) To maintain a logbook for management of Paragraph (1) questionnaire information.
 - (4) To establish and implement regulations for appropriate management of Paragraph (1) questionnaire information and to evaluate the implementation thereof and take corrective measures.
 - (5) To conduct independent audits that include confirmation of the validity of self-inspection performed by persons who handle Paragraph (1) questionnaire.
 - (6) To establish an administrative system for responding to cases of disclosure, loss or damage of Paragraph (1) questionnaire information.
 - (b) Personal management measures
 - (1) To confirm that every person who handles questionnaire information does not fall under any of the following items.
 - (i) A person sentenced to a fine or higher punishment for violating a provision of the Act, the Act on the Protection of Personal Information, the Act on the Protection of Personal Information Held by Administrative Organs, the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc., or an order based thereon, if it has not been five years since the day the person finished serving the sentence or ceased to be subject to its enforcement;
 - (ii) An organized crime member, etc.
 - (iii) A person who is recognized by a head of an administrative organ or a specified incorporated administrative agency, etc. as inappropriate to handle the Paragraph (1) questionnaire information because of having committed inappropriate conduct using questionnaire information or anonymized data or having violated relevant laws or regulations.
 - (2) To provide the necessary education and training for those who handle Paragraph (1) questionnaire information.
 - [...]
 - (c) Other management measures
 - (1) When entrusting some work related to handling of Paragraph (1) questionnaire information to a third party, to perform necessary confirmation of the measures for appropriate management of Paragraph (1) questionnaire information to be taken by the entrusted party.
 - (2) To supervise the entrusted party under the previous paragraph as needed and appropriately.
- (iii) Other Persons
 - [...]

(c) Other management measures

- (1) The persons who have been provided with Paragraph (1) questionnaire information have adequate experience in relation to the measures for appropriate management of Paragraph (1) questionnaire information or equivalent or greater skills.
- (2) To maintain a logbook for management of Paragraph (1) questionnaire information.
- (3) To conduct independent audits that include confirmation of the validity of self-inspection performed by persons who have received provision of Paragraph (1) questionnaire.
- (4) To predetermine procedures for cases of disclosure, loss or damage of Paragraph (1) questionnaire information.
- (5) When entrusting some work related to handling of Paragraph (1) questionnaire information to a third party, to perform necessary confirmation of the measures for appropriate management of Paragraph (1) questionnaire information to be taken by the entrusted party.
- (6) To supervise the entrusted party under the previous paragraph as needed and appropriately. ...