

APPLICATION GUIDELINES FOR THE COMPANIES - WORKERS DATA PANEL

The Companies - Workers Data Panel (CWDP) is a project for the establishment of an information source comprised of certain administrative files of the General Treasury of the Social Security so that it may serve statistical purposes. It is a compilation of data from companies and their workers showing the characterisation of these companies and the employment histories of their workers.

The available CWDP includes two years of employment histories, 2013 to 2016, of workers from a large sample of Contribution Account Numbers (CAN). Sampling has been carried out on the CANs of the reference population, which are those CANs that have been registered for at least one day during the year 2013 (first year of the Panel), and that included at least one worker in said period.

The CWDP is distributed free of charge, only for duly-defined studies and only for public or private organisations which carry out scientific research activities (public or private organisations, universities and non-profit organisations developing scientific research activities as stated in their operating or incorporation statutes as their purpose), social agents, offices of the Administration, as well as any other institutions carrying out statistical analysis and studies of public interest, with non-commercial purposes, which undertake to comply with the requirements set on in the document "TERMS AND CONDITIONS REGARDING THE TRANSFER OF DATA FROM THE CWDP."

It must be noted that the use of the CWDP requires sufficient IT resources to operate a remarkable amount of information.

The application must be filed by means of an e-mail addressed to the Sub-Directorate General for Budgets, Economic Analyses and Statistics of the General Treasury of the Social Security (pet.tgss@seg-social.es).

The application form may be downloaded from this website and it shall be comprised of the following items:

- The document **Terms and Conditions for the Transfer of Data from the CWDP** (*mandatory*): it must be filled in with the name of the transferee organisation and the data specified in it regarding the person designated by the transferee to act as contact person in relation to any issues arising from the activity covered by the aforementioned document and must be signed by the user or their representative.

User: person requesting the sample being responsible for the compliance with the terms of use. A person means a natural person or an organisation, such as, for example, a university department.

Details corresponding to the Representative must only be included if the user is not a natural person.

- **CWDP Application Form** (*mandatory*): in which the relevant information of the project for which the information is required, the security measures to be adopted, the identification of the research team that will access the CWDP, including their relevant details, as well as the execution of the "Statement regarding the access request to microdata from the CWDP for scientific purposes" attached thereto, must be filled in.



Project description: summary of the most relevant aspects of the project, including the appropriate grounds of the purpose for which the information the Panel contains is to be used.

Head of the research: natural person directly devoted to the handling of the data. The head of the research may be the same person appointed by the transferee to act as contact person. The CWDP shall be made available to that person, who shall also receive any technical correspondence regarding the sample, content descriptions, etc. Therefore, their e-mail address must necessarily be stated.

- **Addendum I – Extension to the Project Description:** it shall be required whenever the description of the research project for which access to microdata is requested needs to be extended and, where appropriate, such extension must include the relevant reasons accounting for the extension of the maximum one-year term for the transfer of CWDP data so that they may be assessed by the General Treasury of the Social Security for the relevant purposes. By requesting the extension of the transfer term, the petitioner undertakes to inform the GTSS of the activities carried out at the end of the one-year term after the execution of the document “Terms and Conditions for the Transfer of Data from the CWDP.”
- **Addendum II – Extension of the Identification of the Research Team:** required for the collection of data corresponding to any other members of the research team who were not included in section 6.3 of the Application Form due to space reasons, as well as of any new members of the research team who may subsequently join the project and therefore were not initially included in the CWDP Application Form.

All members of the research team shall sign a **non-disclosure agreement with the research organisation** they work for prior to the carrying out of any action regarding the transferred data.

Once the application is approved, the transferee shall receive free of charge an encrypted USB device containing the data so as to guarantee a safe delivery and the confidentiality of the files comprising the sample. The USB device may be collected from the offices of this General Treasury at the premises and within the times stated.