

## **DISSEMINATION POLICY**

### **OF THE CZECH STATISTICAL OFFICE (CZSO)**

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## **DISSEMINATION POLICY**

### **OF THE CZECH STATISTICAL OFFICE (CZSO)**

Dissemination policy<sup>1</sup> of the Czech Statistical Office (hereinafter only referred to as the CZSO) results from provisions of the Act No 89/1995 Sb, on the State Statistical Service, as subsequently amended (hereinafter only referred to as the State Statistical Service Act), from the Regulation (EC) No 223/2009 of the European Parliament and of the Council on European statistics, and from the document Strategic Plan of the CZSO for 2022–2026, in which Mission, Vision and Strategic Objectives of the CZSO are defined, among others. Also other relevant legislation is fully respected when disseminating statistical information, among others, the Act No 106/1999 Sb, on Free Access to Information, the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

Procedures for releasing and providing statistical information are further specified by internal rules of the CZSO.

## **1. PRINCIPLES OF STATISTICAL INFORMATION DISSEMINATION AT THE CZSO**

- **Professional independence**

Statistical information is processed and released, on principle, while fully respecting the principle of independence of the CZSO. Releasing of statistical information is governed by rules set in advance and by a calendar that is published in advance (i.e. irrespective of the current political or economic situation or, for example, situation in the society). It is exclusively the professional point of view that is decisive when preparing information.

- **Impartiality**

The CZSO provides all statistical information in such way so that all users have equal access to it. For that purpose, it publishes in advance the publication dates on which information will be released and it observes those dates. It also announces in advance the publication dates of both planned and occasional revisions. Preferential access before statistics are released for external users is not allowed.

The web presentation of the CZSO is the main instrument for releasing statistical information; it offers equal conditions for all. Users without access to the Internet may apply for provision of information and data at the CZSO workplaces of Information Services in the Headquarters and in all Regions.

- **Objectivity**

To select sources, methods, and procedures for production of statistics, the CZSO uses professional criteria. Methods and instruments used are audited by independent external professionals from the area of theory as well as user practice. The CZSO publishes methodological procedures used to survey data; it clarifies calculation methods, notes about changes made in data (revisions) and it is doing so timely, i.e. in the shortest possible term.

- **Reliability**

The CZSO strives to provide a picture of the reality, which is as reliable, accurate, and systematic as possible. For that purpose, professional criteria and scientifically correct methodologies are used to select sources, methods, and procedures.

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1 Dissemination is understood as dissemination of statistical information in all possible ways.

- **Statistical confidentiality**  
The CZSO consistently protects confidential statistical data so that they cannot be released. Strict internal rules are in place to protect data. When deciding about publishing of a piece of data that is potentially confidential, confidentiality protection is always preferred to publication.
- **Cost effectiveness**  
Costs related to production of statistics are adequate to the importance of the results and benefits that are strived for.

## **2. QUALITY CRITERIA FOR PROVIDING INFORMATION**

Statistical information is provided so that it complies with the following quality criteria:

- **Relevance**  
The CZSO strives to meet requirements of users in the best possible way; it is open to suggestions and comments of the public. By means of user satisfaction surveys (inquiries), regular meetings with users, regular contacts as well as collection of suggestions to statistical surveys and ways of releasing their results, the CZSO obtains information on the needs of users. The needs are taken into consideration during preparation of the Programme of statistical surveys, the Catalogue of Products, and individual outputs. Provided that it is considered useful, it also publishes experimental statistics.
- **Accuracy**  
The CZSO strives for the highest possible accuracy, i.e. for maximal proximity of statistical estimates to unknown real values. For that purpose, it takes care of high quality of source data, preliminary results, and final outputs, it publishes information about possible sample and non-sample errors and makes revisions in compliance with the relevant policy.
- **Timeliness**  
The CZSO releases data as soon as possible after the end of the reference period in compliance with the needs of users. On the other hand, short lapse of time after the end of a reference period is limited by the amount of expenditure and quality of data. Provided that it is considered useful, preliminary results of acceptable aggregate accuracy are released.
- **Punctuality**  
The CZSO keeps all planned dates of publication no matter whether they are dates of publication of News Releases, publications, or other outputs. When there is a delay due to objective reasons, the public is informed in time about the reasons for the delay and a new release date (or release time) is set. News Releases are released on the date announced in advance, always at 9:00 a.m., other products usually at 9:00 a.m.
- **Accessibility**  
The Internet is the main means for releasing statistical information. It ensures that all information is generally accessible. Web pages of the CZSO are adjusted to be accessible also for citizens with impaired vision. Key statistical information is accessible at the same time at the headquarters and in all Regions also in a hard copy (at Information Services Units at the headquarters and Regional Offices of the CZSO). All planned electronic products are published on the Internet for free. Statistical data are supplemented by metadata. Metadata are recorded according to standardised metadata systems.

For research purposes, access to microdata is allowed. This access is subject to specific rules and protocols.

Instruments used for dissemination are updated on an ongoing basis in order to comply with user needs as much as possible.

- **Clarity**

The CZSO actively develops the way of presenting of accompanying information – for example, methodological explanatory notes, commentaries, and analyses so that outputs of the CZSO are understandable not only to professionals but also to the general public. Users are informed about the methodology of statistical processing including utilisation of administrative data. For the needs of users from abroad, professional translations of most of statistical outputs are provided. Outputs and applications under preparation are tested as for their user friendliness, i.e. also from the point of view of their clarity to users.

- **Coherence and comparability**

Statistics of the CZSO are internally coherent and consistent (i.e. arithmetic and accounting identities are observed in them).

Statistics are comparable over a reasonable period of time; they are compiled on the basis of common standards with regards to scope, definitions, units, and classifications in different surveys and sources.

Statistics from different sources and of different periodicity are compared and harmonised. Users are informed about quality of statistical outputs in terms of quality criteria for European statistics.

### 3. PRESENTATION SYSTEM

The Presentation system of the CZSO is the main instrument for implementation of the Dissemination policy. It sets the structure of subject-matter themes, types, and forms of statistical products.

A basic document, which specifies the contents of the Presentation system, is the Catalogue of Products that is processed and published every year, which contains an overview of statistical outputs intended for the public. An output release calendar including News Releases (Calendar of News Releases) is generated from the Catalogue of Products.

The Catalogue of Products also comprises further information on each product, i.e. periodicity, year covered, product type, territorial breakdown of data (area type), output type, publication date, language version, price, and an annotation. The Catalogue of Products for the relevant year is approved by the Advisory Board of the President of the Czech Statistical Office; it is published always before the end of the preceding year.

#### THEMATIC GROUPS

To make it easier for users to orientate, statistical outputs are broken down to thematic groups. The intention is to make the groups as stable as possible; however, with regards to natural changes in user demands as well as in the development of the society, new groups may also emerge. The groups can be grouped in Topics, which may differ according to the purpose for which they are used. In individual groups, sub-groups or other levels of the breakdown may emerge as necessary.

##### Thematic groups:

- Agriculture
- Business cycle surveys
- Construction, dwellings
- Crime, accidents
- Cross-sectional business statistics
- Culture
- Economic entities
- Education
- Elections
- Employment and unemployment
- Energy
- Environment
- Financial data
- Foreigners
- Forestry
- GDP, national accounts
- Gender statistics
- Health care, incapacity for work
- Industry
- Information technology
- International data
- International trade
- Living conditions, household income and expenditure
- Macroeconomic indicators
- Population
- Population and Housing Census
- Prices, inflation
- Regional statistics
- Science, research and innovation
- Senior citizens
- Services
- Social security
- Summary data on the Czech Republic
- Territory, settlement (residential) structure
- Tourism
- Trade
- Transportation
- Wages and labour

#### TYPES OF PRODUCTS

Basic types of products are:

- **Analysis, commentary**  
commented development in a given domain of statistics; an analysis and a commentary differ mainly in their extent;

- **Data set**  
a set of related statistical data, usually in the form of one or more tables;
- **Infographics**  
interesting and up-to-date statistical data processed in a visually attractive form;
- **Journal**  
periodicals issued by the CZSO (“Statistika: Statistics and Economy Journal”, “Demografie, Review for Population Research”, and “Statistika & My” – the last mentioned is Czech only);
- **News Release**  
a brief document containing basic statistical information, released on dates and time announced in advance as soon as possible after the end of the reference period;
- **Newsletter**  
a selection of outputs of the Czech Statistical Office that are the most interesting for the media;
- **Open data**  
data sets with statistical data, election results, code lists, or other information in an open format, which is suitable for remote access and machine processing;
- **Press Release**  
information about current affairs, notification of interesting things, etc.;
- **Publication**  
a set of tables supplemented by further information such as, for example, an introduction, methodological notes, charts, cartograms;
- **Statistical databases**  
statistical outputs accessible through web applications enabling to display or to select statistical data from relevant databases;
- **Time series**  
a set of subject-matter and geographically comparable data arranged chronologically;
- **Yearbook**  
a publication usually published with annual periodicity, which is a comprehensive source of data on development and current state of one or more domains (for example, the Statistical Yearbook of the Czech Republic, regional yearbooks, demographic and other thematic yearbooks).

According to current needs and requirements of users, other types of products may emerge or, on the other hand, their number may be reduced. All products are supplemented by metadata in the scope that is adequate to the type of product and user demands.

## **FORM OF PRODUCTS**

Statistical outputs are primarily in electronic form, which comprises both data published in the form of a data set as well as by means of applications for access to statistical databases. Key outputs, such as, for example, yearbooks, may also be in a printed form.

#### **4. PRICE POLICY**

The CZSO is a budgetary organisation, i.e. expenditure on collection, processing, and publishing of statistical data are paid from the state budget. Therefore, standard products in electronic form are provided for free the same as any other information published on the CZSO's website. When the CZSO has to use additional labour or spend additional costs (e.g. related to special sampling, printing, copies, sending, and the like), it requires from users to pay for it and the payment is revenue of the state budget.

Basic principles of the price policy comply with the Section 18 "Provision of Statistical Information and Anonymous Data" of the State Statistical Service Act.

Prices of individual products are specified in the Catalogue of Products and in the Price List of Services and Products.

#### **5. CONDITIONS FOR USE AND FURTHER PUBLICATION OF STATISTICAL DATA OF THE CZSO**

It is permitted to do the following with statistical information of the Czech Statistical Office released on its website **[www.czso.cz](http://www.czso.cz)**:

- to disseminate: to copy, distribute, and announce to the public;
- to use and quote in other publications;
- to use on the commercial basis;

while complying with the following conditions:

- the Czech Statistical Office will be acknowledged as the data source (nevertheless, it must not seem that the CZSO supports the data user or the way, in which the user uses the publication);
- statistical data and information will be used only in such way that their sense will not be altered or modified in any respect.

Other conditions for use of the CZSO's data:

- statistical data are published in accordance with the State Statistical Service Act, as amended;
- in the case of dissemination of data of the CZSO, a duty arises to state conditions of the licence; it is the best to provide direct reference to the relevant CZSO's website;
- rules governing repeated use of documents of the CZSO do not apply to documents to which intellectual property rights of third parties apply;
- the CZSO disclaims liability for potential damage caused as a result of use of data from the CZSO's web pages or from external websites referred to there;
- the CZSO reserves the right to temporarily restrict the access to information published on its web pages even without prior notice due to operational or professional reasons.

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