

Formal obligation for using the EBDC panels for external users

The EBDC Economics & Business Data Center is obligated to the participants of the Ifo business surveys to ensure the security of the collected data. The data protection applies both to the identity of the participating businesses and the survey results as well as the actual survey-panel composition.

Access to the survey data is only granted for research if the scientific purposes are proven and if it is ensured that any form of re-individualization of the anonymised data is impossible. In case of a proven loss for the EBDC by reason of violation of this declaration, the respective database user will be held liable.

With his/ her signature, the user guarantees the observation of these rules and his/her compliance with the following requirements:

General requirements:

1. The data made available by the EBDC are used exclusively for **research purposes**. The user must **not pursue commercial objectives** with the inspection, the analysis or the processing of the data.
2. Users are not allowed to pass on information about participating firms or about the composition of the panels to third parties. **Data security rules** also continue after completion of the research project.
3. After expiration of the project period **the data will be deleted!**
4. **Extension:** The extension of a project can be requested via a written application with justifications and expected final date.
5. **Archiving:** Alternatively, the data can be transferred to the EBDC archive when the user folder has been prepared. For this purpose, the corresponding Transfer Protocols should be signed.
6. **Services** that exceed the common provision and processing of data, especially merging of data from external sources must be requested separately.

Data usage:

7. The data may only be made available in the rooms and on the computers of the EBDC. Computer access is by **personal controls**.
8. The data made available are anonymised, and it is **forbidden to re-individualize** them. Especially no singular values of quantitative data may be passed on (this also includes minima and maxima).
9. The user must ensure that other unauthorized persons cannot access the data, the offices or computers. In particular when leaving the workstation, the user must **log off**.

Usage/ publication of results:

10. The EBDC examines whether inferences can be made to individual data or to the panel composition. If such information is found, it must be deleted or will not be sent.
11. In the research **publication**, reference must be made to the provision of the data by the EBDC. This happens with the provided DOI-keys.
12. **Before publication or other form of distribution** the research results based on the survey data must be submitted to the EBDC for **examination**.
13. A **copy of the research study** and/or publication must be submitted to the EBDC.

The consequences arising in case of noncompliance with these obligations are the following:

- Provision of data by the EBDC will be immediately terminated.
- Data already provided may not be used for present and/or any other research projects and publications.
- Furthermore, the user will be held liable for any proven loss.

Declaration of the database user:

Mr./ Ms. born on: in:.....

Address:.....

Institutional affiliation.....

E-Mail:.....

(Institutional E-mail addresses only!)

I accept the aforementioned obligations.

.....
Place, date, signature

Declaration of the professor/ chairholder/ supervisor:

Mr./ Ms. born on: in:.....

Address:.....

Institutional affiliation.....

E-Mail:.....

(Institutional E-mail addresses only!)

I accept the aforementioned obligations.

.....
Place, date, signature

Approval by the EBDC:

.....
Place, date, signature

Project title:

Project period:

Project description:

Requested datasets:

(In case you would like to be sent the corresponding test dataset, please tick off TEST)

EBDC Business Panels:

- Business Expectations Panel (TEST) DOI:10.7805/ebdc-bep-YYYY*
- Business Investment Panel (TEST) DOI:10.7805/ebdc-bip-YYYY*
- Business Innovation Panel (TEST) DOI:10.7805/ebdc-binp-YYYY*

Ifo Micro data:

- ifo Business Survey
 - Industry (TEST) DOI:10.7805/ebdc-ibs-ind-YYYYx**
 - Construction (TEST) DOI:10.7805/ebdc-ibs-con-YYYYx**
 - Trade (TEST) DOI:10.7805/ebdc-ibs-tra-YYYYx**
 - Services (TEST) DOI:10.7805/ebdc-serv-YYYYx**
 - Insurances (TEST) DOI:10.7805/ebdc-ibs-isr-YYYY*
- ifo Investment Survey
 - Industry (TEST) DOI:10.7805/ebdc-ivs-ind-YYYY*
 - Trade (TEST) DOI:10.7805/ebdc-ivs-tra-YYYY*
- ifo Innovation Survey (TEST) DOI:10.7805/ebdc-ins-YYYY*
- Ifo World Economic Survey (TEST) DOI:10.7805/ebdc-wes-YYYY*
- ifo Investment Database (TEST) DOI:10.7805/ebdc-iidb-YYYY*
- other survey:

*: YYYY denotes the corresponding year

** : YYYY denotes the corresponding year, “x” is *a* for the first half of the year and *b* for the second half

Software:

- Stata (Version 17.0)
- ArcMap (Version 10.4.1) with Python 2
- R (Version 4.0.2)

Note: the EBDC computers do not have an internet connection. Please send the EBDC (ebdc@ifode.de) in advance a list of R packages you intend to use so that they can be installed on your workstation. If you need a newer version of R, please inform the EBDC in advance. Unfortunately, version R 4.2 cannot be used at the moment. We ask for your understanding!