



Please complete and return by email to info.dem@bfs.admin.ch

Order form concerning individual data in the framework of a data protection agreement

The following information is required for the drafting of a data protection agreement. Please provide precise and complete answers. Data protection agreements are issued on a project basis. They thus only apply to the projects mentioned in the agreement.

1 Intended purpose of data

Intended purpose (name and description of the project/projects)	This should include a short description (approx. 1-10 lines) of the general conditions in which the data is to be delivered. Description of the project/s for which the data should be used.
Will the data be used for a commercial purpose?	Yes/No
If used for a commercial purpose, what percentage of the obtained data will be used in the commercially marketed product?	Please specify whether more or less than 50%:
Have further data been ordered from the FSO? If yes, which data?	Please specify
Does a mandate exist? If yes, who is the principal?	Please specify
Conclusion of the project	Please specify a date.

2 Data recipient

Exact name (company, institute, etc.)	Please specify
Delivery address	Please specify

3 Authorised signatory

Name, first name (responsible for the project)	Please specify the name of the person who will sign the agreement on behalf of the data recipient.
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Role	Please specify
Address, telephone number, e-mail	Please specify

4 Main data processor

Name, first name	Please list the names of all persons who will have access to the individual data.
Role	Please specify
Address, telephone number, e-mail	Please specify

5 Ordered data

Data source, year of collection	Population and household statistics (STATPOP): ☐ STATPOP – Individuals (from 2010) ☐ STATPOP – Movements (from 2011) ☐ STATPOP – Households (from 2012) ☐ STATPOP – Highest level of education completed (PHFA) (from 2017) ☐ STATPOP - Household typology (experimental statistics) (from 2015) Others: ☐ Population census (VZ) ☐ Families and Generations survey (EFG) ☐ Language, religion and culture survey (ESRK) ☐ Statistics of the Foreign Resident Population (PETRA) ☐ Vital Statistics (BEVNAT) ☐ Swiss National Cohort (SNC) ☐ Longitudinal demographic statistics (DVS) ☐ Other: _____ Data years wanted: _____
Geographical area (specify whether data ordered from an individual canton or commune)	For which spatial area are the data required? e.g. canton xy, commune xy
Statistical unit	Please specify (e.g. persons, households, live births, permanent foreign resident population, etc.)



Complete list of characteristics (the agreement will be drafted on the basis of this list and may not be changed afterwards):	Please list here the characteristics desired on the basis of the data description (synopsis).
Are meter coordinates required? If so, why	

6 Additional remarks

(optional)	
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7 Contact person

This form has been completed by:	
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8 Data delivery

The data are made available for download in compressed, encrypted and password-protected form from a secure web server.

Where should we send the secure web server link?	Please specify e-mail address
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Data delivery in the framework of a data protection agreement shall be subject to charge. The costs consist of a fixed component (drafting of the data protection agreement, provision of data, delivery of data, consulting, etc.) and a variable component (depending on the number of data sets to be delivered and the number of desired data characteristics) plus VAT.

Reductions may be granted under the Ordinance on fees and allowances for statistical services provided by administrative units of the Confederation (see: <https://www.admin.ch/opc/de/official-compilation/2003/2197.pdf>).



9 Data protection and data security

The following text must be integrated into request forms for individual data deliveries (with or without linking) by the FSO:

If the individual data delivery contains data requiring special protection (protection level 3)¹, these data must be stored in a secure environment (e.g. local) intended exclusively for processing the individual data delivered by the FSO.

If the individual data received and further processed by the FSO are to be stored in a shared environment (database, data warehouse, network directory, etc.), the FSO can decide on an exception based on the following criteria:

Fulfilled	Not fulfilled
☐	☐ It is not a publicly accessible cloud environment ² .
☐	☐ The data are saved in Switzerland.
☐	☐ The data are encrypted during transfer and storage.
☐	☐ Physical access to the infrastructure is restricted to legitimate users.
☐	☐ Logical data access is protected by: ☐ 2-factor authentication and ☐ access rights are restricted to legitimate users.
☐	☐ The environment is firewall protected.
☐	☐ Access permissions are controlled and kept up-to-date.
☐	☐ The infrastructure is protected from malware.
☐	☐ Software vulnerabilities are monitored and fixed in a timely manner (at least once a year).
☐	☐ If backups are made, they must be encrypted.

The undersigned confirms that the conditions marked as "fulfilled" above have been met.

¹ The requirements of the FDPIC shall apply for all personal data (all levels of protection):
<https://www.edoeb.admin.ch/edoeb/de/home/datenschutz/dokumentation/leitfaeden/technische-und-organisatorische-massnahmen-des-datenschutzes.html>

² A publicly accessible cloud environment refers here to a service through which any user (person or company) can create an account with storage space (e.g. Dropbox, Microsoft OneDrive, Google Drive, Apple iCloud, etc...)