**Annex 1:**

**Application for pre-release access privileges to CSO data**

**Official release time is 11.00 am on the day of publication**

Please provide complete details of release, nominated person and reason for request below. The decision on the granting of pre-release access will be made the by Director General of the CSO. **Incomplete and/or unsigned forms will be returned to the applicant.**

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| **Name of release:** |
| **Name of person nominated to receive pre-release access privileges:** |
| **Role/Title of nominated person:** |
| **Area/Section address:** |
| **Department:** |
| **Contact details for nominated person:** |
| **Email address:**  (**Note:** Encrypted data only will be transmitted by the CSO. It is the responsibility of the applicant to ensure that the necessary encryption software package specified by the CSO is installed to facilitate the decryption of data supplied) |
| **Telephone contact number:** |
| **Brief summary of why pre-release access is required:** |
| **Name and job title of person sponsoring this nomination:**  (At Assistant Secretary level or above in the applying Institution / Department) |
| *The sponsor and applicant should read and sign the Conditions of Access (following page).* |

**Conditions of Access under CSO Policy on Pre-Release Access**

***For those in receipt of Advance Notification of Results to Named Officials***, it is important to note that pre-release access will normally be provided by the CSO to approved nominated persons in an **encrypted format**. It is the responsibility of approved recipients of pre-release data to ensure that they have access to the facility to decrypt data received from the CSO. Generally it will not be possible for CSO staff to provide pre-release data to any individual over the phone or by sending unencrypted data. In case the approved nominated person is not available on the day of release, it is advisable to have a second pre-approved nominated person available to receive the data. A separate form should be completed by the second nominated person in relation to their application for pre-release access to CSO data. The CSO should be advised of any change in delivery arrangements prior to the day of release.

***The following conditions apply to all persons in receipt of pre-release access privileges, i.e. either Advance Notification of Results to Named Officials or attendance at Officials Briefings:***

Details of pre-release access arrangements for Departments/Organisations along with persons in receipt of pre-release access to CSO data are published on the CSO website.

<http://www.cso.ie/en/aboutus/dissemination/csopolicyonpre-releaseaccess/>

Pre-release access is granted on condition that the person to whom this access is granted will not disclose the contents of the release, indicate trends, or use the information for personal, commercial or political gain before its official release time.

The person is permitted to prepare briefing material based on the data in the release in advance of the official release time. However, the briefing material may not be communicated to any person or body in advance of the official release time.

In particular it must be noted that no details of any data provided by CSO may be distributed or discussed in any way with persons who are not approved to receive pre-release access, prior to the release being officially published at 11:00 am.

Continuation of the pre-release arrangement will be dependent on full adherence to the conditions set out herein and will be granted for a maximum of 12 months. Applicants are obliged to submit a new application upon expiry of an existing pre-release access privilege.

**The CSO reserves the right to immediately withdraw the privilege of pre-release access should these conditions not be adhered to. Applicants should also note that in the event of a breach of the conditions, notification of the breach may be published on the CSO website. The Director-General of the CSO is the final arbitrator with regard to a decision to grant or not grant, or withdraw pre-release access.**

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| **I hereby confirm that these conditions of access, and all other conditions set out in the CSO Policy on Pre-Release Access, have been noted and accepted by me.** | |
| Signed (nominated person): | Date: |
| **I hereby request access for pre-release access for the above-named person.** | |
| Signed (at Assistant Secretary level or above): | Date: |
| *Please note that any reference to signature and date in this document can be read as meaning the typed name and date where such an application is forwarded electronically.* | |