

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CENTRAL STATISTICS OFFICE



**An
Phríomh-Oifig
Staidrimh**

Central
Statistics
Office

AND

STUDENT UNIVERSIAL SUPPORT IRELAND



July 2018

(the Parties)

PREAMBLE3

 Student Universal Supports Ireland (SUSI) Mandate and Mission3

 Central Statistics Office (CSO) Mandate and Mission3

Agreement5

 General.....5

 File Security6

 Data Protection6

 Statistical quality6

 Review6

 Communication.....6

 Signatures.....7

PREAMBLE

Student Universal Supports Ireland (SUSI) Mandate and Mission

SUSI (Student Universal Support Ireland) is Ireland's single national awarding authority for all higher and further education grants. It began operations in 2012, replacing the sixty-six local awarding authorities who had previously processed student grant applications.

SUSI offers funding to eligible students in approved full-time, third-level education in Ireland and also, in some cases, funding for students studying outside the State. It offers support to all types of students, from school leavers to mature students returning to education.

It processes applications under the criteria set out in the Student Support Act 2011, the Student Support Regulations and the Student Grant Scheme.

Central Statistics Office (CSO) Mandate and Mission

The CSO's mandate, as set out in the Statistics Act 1993 is:

"the collection, compilation, extraction and dissemination for statistical purposes of information relating to economic, social and general activities and conditions in the State"

Factors contributing to the request for access to SUSI data holdings.

- Section 30 of the Statistics Act 1993 which governs the 'Use of Records of Public Authorities for Statistical Purposes'¹.
- Section 31 of the Statistics Act 1993 which governs the 'Co-operation of public authorities with the Office'².
- Article 17(a) of Regulation 223/2009 as amended by Regulation 2015/759 provides 'Access by and involvement of the NSI's, other national authorities and the Commission (Eurostat) pursuant to paragraphs 1 and 2 shall be limited to administrative records within their own respective public administrative system'. In this regard provision should be made for data that concerns another Department³.
- Article 24 of Regulation 223/2009 as amended by Regulation 2015/759: 'In order to reduce the burden on respondents, the NSIs and other national authorities and the Commission (Eurostat) shall have access to administrative data sources, from within their respective public administrative system, to the extent that these data are necessary for the development, production and dissemination of European statistics'⁴.
- Regulation No 1177/2003 - establishes EU statistics on income and living conditions (EU-SILC). Mandatory variables include PY140 (education-related allowances).⁵
- Regulation No (EU) 2017/881 implementing Regulation (EC) No 763/2008 – establishes the right to hold a census of population along with the required information to be collected as per section 4.4 part (i) – Educational Attainment, which is to be broken down by sex and board age groups⁶.
- The CSO Statement of Strategy 2016-2019 (Aim 2) outlines in detail the goal of 'Increase use of secondary data sources including administrative and Big Data'. Access to secondary sources of accurate, detailed and up to date data enhances the value and usefulness of the project outputs vis a vis developing targeted policy interventions⁷.
- The National Statistics Board (NSB) strategy in the "NSB Strategic Priorities for Official Statistics 2015-2020: A World Class Statistical System for Ireland" identifies the following key strategic goal: The production of world class official statistics based on an Irish Statistical System comprising public sector administrative data and a comprehensive programme of surveys to support national user needs. (Page 3)⁸

¹ <http://www.irishstatutebook.ie/eli/1993/act/21/enacted/en/html>

² <http://www.irishstatutebook.ie/eli/1993/act/21/enacted/en/html>

³ Regulation 223/2009 as amended by Regulation 2015/759 – <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32015R0759&from=EN>

⁴ Regulation 223/2009 as amended by Regulation 2015/759 – <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32015R0759&from=EN>

⁵ <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32003R1177>

⁶ <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L.2017.135.01.0006.01.ENG>

⁷ <https://www.cso.ie/en/media/csoie/aboutus/documents/SoS20162019.pdf>

⁸ http://www.nsb.ie/media/nsbie/pdffdocs/NSB_Strategy_2015-2020.pdf

Agreement

General

1. SUSI shall provide the data to the CSO for statistical purposes in accordance with the provisions of the Statistics Act 1993.
2. The CSO shall use the data provided by SUSI for statistical purposes only, in accordance with the Statistics Act, 1993, EU statistical law and EU and national data protection law. In particular, treatment of data shall be subject to the CSO's Code of Practice on Statistical Confidentiality⁹.
3. The CSO shall ensure that all linking of SUSI data with other data sources, both CSO and non-CSO, will be carried out in accordance with the CSO Data Protocol¹⁰.
4. Should SUSI propose to make significant changes to any system for the storage and retrieval of information that could impact the CSO's ability to carry out its mandate it shall consult with the CSO as early as possible.
5. SUSI shall inform the CSO as early as possible of any proposed changes in availability/scope of SUSI data which could potentially impact on the CSO in carrying out its mandate. Any proposed changes shall be discussed by both parties.
6. The CSO shall appoint a Liaison Officer as the main point of contact with SUSI; this role shall encompass a Data Custodian function, with responsibility for the management and use of SUSI data by the CSO. SUSI shall likewise appoint a Liaison Officer as the main point of contact with the CSO.
7. A delivery is scheduled to be received in August of each year in relation to information currently collected by SUSI for operational purposes.
8. The data requested by the CSO relates to individual level information on grant recipients along with other individuals on the grant application form. Examples of the information requested includes name, address, the monetary amount of the grant received, along with information on the course an applicant is looking to attend.
9. This delivery and any amendments to said delivery are being requested by the CSO under Section 30 of the Statistics Act 1993. This MoU serves as a notice request for the purposes of that section of the Act. Changes to this list, and the composition of the data files thereon, shall be agreed between the SUSI Liaison Officer and the CSO Liaison Officer.
10. If required, the CSO and SUSI will meet to discuss any issues which may be of concern in carrying out statistical processing.
11. Any amendments to the structure or frequency of the existing data transfer between the two organisations shall be submitted through, and considered by both, the Liaison Officers and relevant senior management. Any changes authorised shall take into account the relevant resource implications for both organisations, and shall conform to the criteria of being necessary and proportionate in line with the Data Protection Act 2018¹¹ and the General Data Protection Regulation¹².

⁹ <https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/statisticalconfidentiality/codeofpractice/>

¹⁰ <https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/csodataprotocol/>

¹¹ <https://data.oireachtas.ie/ie/oireachtas/act/2018/7/eng/enacted/a0718.pdf>

¹² <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN>

File Security

12. The CSO and SUSI shall maintain the appropriate infrastructure to ensure the secure transfer of data between the two organisations. In particular, data will first be encrypted then loaded to a password-protected Secure File Transfer Protocol (SFTP) server maintained by the CSO.
13. SUSI will ensure that data will only be exchanged between SUSI and the CSO using secure transfer procedures.

Data Protection

14. Data received by the CSO from SUSI will be subject to the relevant safeguards as outlined in Section 5 and 6 of the CSO's "Information for Data Providers" notice¹³.

Statistical quality

15. Data files shall be accompanied by the relevant metadata, where available.

Review

16. This MoU may be reviewed at any time at the request of either party. Any changes to the MoU shall be effected only with the mutual agreement of SUSI and CSO.

Communication

17. The approval of this MoU and its content and procedures shall be communicated within the CSO and SUSI; such communication shall include publication on the respective websites.

¹³ <https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/informationfordataproviders/>

Signatures

Signed:



Pádraig Dalton

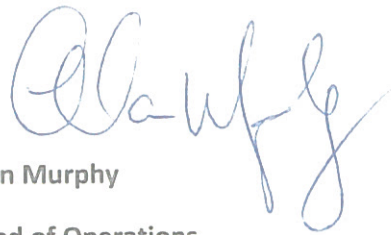
Director General

Central Statistics Office

Skehard Road

Cork.

Signed:



Alan Murphy

Head of Operations

Student Universal Support Ireland

Shelbourne House, Shelbourne Road

Dublin 4.

Date:

20/7/18

Date:

27/7/18

