



# KNBS DATA DISSEMINATION POLICY

June 2016

## ***VISION***

*A centre of excellence in production and management of quality statistics*

## ***MISSION***

*To develop, provide and promote quality statistical information for evidence-based decision making.*

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## **KNBS Quality Policy**

The Kenya National Bureau of Statistics (KNBS) is the principal agency of the Government of Kenya for collecting, analysing and disseminating official statistics. KNBS is committed to providing quality statistics and associated services effectively and efficiently.

The Bureau aspires to be a global centre of excellence in data production and management by meeting and exceeding the expectations of our customers and stakeholders. This will be achieved by being customer and results focused.

The KNBS senior management team is committed to the Quality Management System (QMS) and shall provide the necessary resources to achieve all the set objectives and ensure effective communication and implementation of the QMS.

The Bureau shall achieve its quality objectives through:

- Provision of products and services that meet or exceed customer expectations;
- Encouraging and acting on feedback from customers and stakeholders;
- Documentation, implementation, maintenance and continuous improvement of a Quality Management System modelled on the ISO 9001:2008 International Standards;
- Devotion to a quality culture that encourages employee participation in the quality management system;
- Continuous monitoring, measuring, analyzing and improving the QMS;
- Attracting and retaining highly skilled and motivated staff;
- Effective and efficient internal and external communication; and
- Scheduled audits and management reviews.

To keep it up-to-date with evolving circumstances, this Quality Policy shall be reviewed at least once every three years.

Signed:

Zachary Mwangi  
Director General

## **Preface**

The KNBS is the principal agency of the Government for collecting, analysing and disseminating statistical data in Kenya. The KNBS is the custodian of official statistical information and is mandated to coordinate all statistical activities within the National Statistical System (NSS). Official statistics *are data produced and disseminated within the scope of the Statistical Programme of the NSS in accordance with international standards*. To achieve this mandate, the KNBS strives to live up to the aspirations of its vision; to be a centre of excellence in statistical production and management.

Chapter Four on The Bill of Rights section 35 of the Constitution of Kenya gives every citizen right of access to information held by the State. This policy document provides a framework for dissemination of official statistical information to the public in conformity with this Bill and government's open data initiative.

This policy also provides guidelines on the levels of permission on the use of KNBS data and the definition of the nature of data files that will be released, together with the intention of use and the conditions under which the data files shall be released.

When releasing data, KNBS will endeavour to ensure information disseminated is in formats compatible with user needs.

**Professor Terry Ryan**  
**KNBS Board Chairman**

## **Foreword**

This policy outlines obligations to both the Bureau and its customers; first, by giving a basic framework to data access by the customers and second to KNBS in disseminating official statistics as mandated by the statistics Act (2006). With its adoption and implementation, the Bureau will have streamlined its endeavours of informing public and policy makers and formulators on the various official statistics available while research institutions will now be able to access data for further analysis.

Wide and easy access to official statistical data is a priority of the KNBS, as well as the commitment to quality improvement of the service provided.

I wish to thank the KNBS staff for their efforts in developing this comprehensive policy that will guide Bureau customers in accessing statistical information.

**Zachary Mwangi**

**Director General**

## Acronyms

CD	~	Compact Disk
CD-ROM	~	Compact Disc, read-only-memory
DVD	~	Digital Video Disk
GIS	~	Geographical Information System
ICT	~	Information and Communication Technology
KNBS	~	Kenya National Bureau of Statistics
LAN	~	Local Area Network
NHIF	~	National Hospital Insurance Fund
NISO	~	National Information Standards Organization
NSS	~	National Statistical System
PIN	~	Personal Identification Number
QMS	~	Quality Management System

## Definition of key terms

### Anonymization:

The process of removing any information that uniquely identifies a data collection entity such as a person, household or establishment identifiable information

### Bureau:

Kenya National Bureau of Statistics (KNBS)

### Data Dissemination:

Dissemination is the release of data obtained from a statistical activity to users through various media. It includes sharing, releasing, accessing, distributing and publishing of such data and statistical information.

### Direct identifiers:

Variables that point explicitly to particular individuals or units such as:

- a. Names
- b. Addresses, including postal codes
- c. Phone numbers,
- d. Other linkable numbers such as identification numbers, NHIF and PIN

### Indirect identifiers:

These are variables that may be used together or in conjunction with other information to identify individual respondents. Examples include;

- a. Detailed geographic information (e.g., county, cluster, or enumeration area)
- b. Organizations to which the respondent belongs
- c. Educational institutions (from which the respondent graduated and year of graduation)
- d. Detailed occupational titles
- e. Place where respondent grew up
- f. Exact dates of events (birth, death, marriage, divorce)
- g. Detailed income
- h. Offices or posts held by respondent

KNBS Customer – KNBS data user or data client

**Metadata:**

"data about data" or "information about information". NISO (2004) defines it as "structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource." This is a data that serves to provide context or additional information about other data. It may also describe the conditions under which data stored in a database was acquired, its accuracy, date, time, method of compilation and processing, etc.

**Microdata:**

In conducting surveys or censuses or collecting administrative data, KNBS gathers information for each individual unit. Such units can be persons, households, firms or enterprises, agricultural holdings, schools, health facilities, or other service delivery units. In the context of this Policy, microdata are defined as the electronic data files containing the information about each unit of observation. Microdata are thus opposed to macrodata or aggregated data, which provide a summarized version of this information in the form of means, ratios, frequencies or other summary statistics. Typically, microdata are organized in data files in which each line (or record) contains information about one unit of observation. This information is stored in variables. Variables can be of different types (e.g. numeric or alphanumeric, discrete or continuous, etc). They can be obtained directly from the respondent via a questionnaire or by observation or measurement (e.g. by GPS positioning) or imputed or calculated.

**Official statistical data:**

Data produced based on the ten principles of 'the Fundamental Principles for Official Statistics' documentation and which was adopted by the United Nations Statistical Commission, in its Special Session of 11-15 April 1994. See appendix.

**Public Use Data:**

Microdata, macrodata, administrative data, and maps and geo-spatial data availed for public use.

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## **1.0 Introduction**

The official statistical products and services provided by the KNBS shall be packaged to meet the needs of the general public, the business community, policy makers, researchers and other stakeholders involved in national planning and decision-making processes. Data dissemination is a mandate of the KNBS outlined in the Statistics Act 2006. The KNBS is committed to achieve excellence in the provision of timely, reliable and accessible official statistics to inform decision making and contribute to maximizing the welfare of all Kenyans. This will be achieved through collection and analysis of censuses, surveys and use of administrative data together with timely dissemination of statistical products and services to users.

This is the first revision of the data dissemination policy formulated in 2012. This revision is necessitated by a number of factors, including: (i) technological innovation, such as social media, which provides new data dissemination media; (ii) implementation of the 2010 Constitution of Kenya which gives the public the right to information held by state and its institutions implementation; and (iii) the KNBS decision to disseminate its publications and reports freely online. All official KNBS statistical data will be freely disseminated through media and formats that reduce production costs. However, exceptionally a modest fee may be levied if additional administration costs are incurred in meeting special data access or statistical information requests.

This policy addresses the conditions, technical aspects and the manner in which the KNBS disseminates statistics to users for research and other purposes and presents different levels of anonymization for different categories of data use.

## **2.0 Policy Statement**

The KNBS commits to make available to users all statistical information that have been collected, analysed and disseminated based on standards in the UN Fundamental Principles of National Official Statistics. The KNBS recognizes the benefits of timely dissemination of data to users for research and informed decision making. This dissemination policy focuses on the different dissemination methods and channels that will be used to ensure equal access of KNBS products.

The KNBS will continue with its open engagement with all data users, providers and other producers of official statistics, and will also continue to accept any form of data request.

### **3.0 Objectives**

As the principal Government agency mandated to collect, analyse and disseminate official statistical data in Kenya, and as the custodian of official statistical information, the KNBS endeavours to facilitate maximum usage of official statistical data through free and timely releases. The following are some of the objectives of the dissemination policy:

- a. To provide a framework for availing statistical data to the public in conformity with the government's open data initiative;
- b. To define formats in which data can be disseminated in line with the latest technologies;
- c. To define the nature of data files that will be released, the intended use of these files and the conditions under which these data files shall be released;
- d. To provide guidelines on the levels of permitted usage of KNBS data;
- e. To respond to user needs when producing and disseminating statistical information;
- f. To increase access to statistical information by disseminating directly and through other organizations;
- g. To provide maximum access to information of broad public interest, free of charge, while aiming to recover some of the costs of meeting specialized data and information requests information and sustaining the management of appropriate dissemination platforms and infrastructure; and
- h. To ensure disseminated data is anonymized or aggregated to safeguard the privacy of respondents (i.e., safeguard the identity of individuals, households, establishments or any other individual responding units)

### **4.0 Policy scope**

This policy covers data generated by KNBS and is categorised in the following data types:

- a. **Microdata and its outputs:** This is the data generated through surveys and censuses at unit level of collection mainly from the household, establishment and individual levels. The dissemination of such microdata files and its related metadata and outputs shall be done via the [Kenya National Data](#)

[Archive \(NADA\)](#) portal on the KNBS website as Public Use Files or Licenced Data Files.

- b. **Macrodata and its outputs:** This includes all available information collected and aggregated from households, firms/institutions.
- c. **Administrative data:** this includes data collected by public institutions in the course of rendering service to the public.
- d. **Geo-spatial data:** This includes georeferenced data used to generate electronic maps and map print-outs.

## 5.0 Users of Statistics

The KNBS has divided its data users in the following categories:

- a. Government (public) institutions;
- b. Research and academic institutions;
- c. International organizations and regional development agencies;
- d. Media; and
- e. General public.

## 6.0 Principles of the Dissemination

The KNBS will observe the following principles in disseminating data, statistics and related information:

- a. Official statistics shall be relevant, user friendly, comprehensive, and comply with requirements regarding legislation, confidentiality and quality;
- b. Official statistics are a public good whose production is financed through government budget, therefore all data (including microdata, macrodata, administrative data, maps and shape-files) generated by KNBS will be disseminated for free. However, a fee may be charged to recover some of the costs that could arise from meeting specialized data and information requests. The Director General will determine the fee to be charged for meeting specialized data access requests;
- c. Official statistics shall be accurate, reliable, consistent and comparable;
- d. Distribution of official statistics shall be impartial and transparent;
- e. Data security and privacy shall be safeguarded. This will be achieved through anonymizing and archiving for storage in secure media and servers. Every effort shall be made to ensure data is anonymized and confidentiality measures addressed;
- f. Measures will be undertaken to clarify misinterpretation of official statistics;

- g. Statistical releases shall be announced in ahead of time through the advanced release calendar and made available to the public on the KNBS website and other channels;
- h. Any changes to the dissemination schedule shall be announced in advanced;
- i. Official statistics will be made available under the terms of the national and international frameworks guiding production and dissemination of data;
- j. Generally only a maximum of 10 percent of census data shall be shared to data users as anonymized microdata files.
- k. The Director General of KNBS shall, if need be, classify certain data or survey and census variables as confidential based on National security or other considerations. Dissemination of data and statistics or related information shall never be released at statistically non-representative levels of aggregation (such enumeration areas, except for anonymized microdata files. The smallest administrative level of census data release shall be aggregated at the sub-location or above.
- l. KNBS shall only disseminate and comment on data whose collection and or analysis meets minimum threshold levels described in the section below.
- m. KNBS will never comment on data that is manipulated out of its original content.
- n. KNBS Library shall be the sole distributor or coordinator of all hard-copies of publications and reports produced from surveys and censuses undertaken by the Bureau and its partners.
- o. Soft-copies of official KNBS publications shall be uploaded and shared on KNBS website.
- p. Access to statistical data shall be provided using a variety of print and digital media as well as web-based platforms in order to meet user needs and allow for easy access.
- q. The Director General shall resolve any disputes arising in the course of implementing this data dissemination policy.

## **7.0 Thresholds for Dissemination**

KNBS surveys and censuses shall be expected to adhere to the following standards to warrant dissemination and archiving;

- a. A well-documented study methodology including weighting, if need be, process and parameters,

- b. Data output/aggregates generated must be comparably related to the published reports,
- c. Microdata must be anonymized to ensure and assure respondents confidentiality.
- d. Agencies, firms and individuals partnering or collaborating with KNBS in support of a survey or census must abide to this policy.
- e. All surveys and or censuses soft tools such as questionnaires, manuals, data, reports and any related materials shall be available to complete dissemination and archival process.

## 8.0 Dissemination channels

KNBS Statistical information shall be disseminated through different media. These include and not limited to the following:

- a. Publications – KNBS shall produce some of statistical information in KNBS publications (available both as hardcopies and softcopies), professional journals and magazines. Hardcopies will be available from the KNBS library and softcopies will be published on-line via the KNBS official website.
- b. Seminars, workshops and launch forums – KNBS shall disseminate some of statistical information through seminars, workshops and organized launches of surveys and census reports.
- c. Electronic media – These comprise e-mails, data files, and digital storage media (e.g., DVDs and USB devises)and will be used to disseminate data and metadata as well as softcopies of publications..
- d. Library – The KNBS library will store publications as reference materials for researchers and the general public.
- e. E-mail and Telephone – The purpose of mass-mailing via e-mail is to contact the target groups and introduce the product as well as to invite the potential customers to submit their orders.
- f.
- g. Website - <http://www.knbs.or.ke/>
- a. Specialized official KNBS Data portals, including:
  - Kenya Data portal - <http://kenya.africadata.org/en>
  - National Data Archive (KeNADA) - <http://statistics.knbs.or.ke/nada/>
  - Integrated Multi-sectoral Information System (IMIS) - <http://statistics.knbs.or.ke/imisken/>

## **9.0 Process and procedures for data access**

Data users must submit all data requests in writing through a letter or an email or via the specialized official KNBS data portals (e.g., for microdata access requests). Each request must have a contact person name, phone number and an email if the request is for a data file. The Director General will nominate a focal point person to handle the request. The request will be evaluated to determine if the data is available and meets the minimum dissemination threshold. The focal point person will get in-touch with the data requester if the request cannot be served immediately. For the data published on the KNBS website or data portals, the requester will be informed on where to get the data.

If a request involves photocopying a published report or printing a document, a minimal fee based on KNBS pricing guidelines may be levied. KNBS shall continue supporting use of modern technology to disseminate its products. If a requester requires data in CD, DVDs or other media, market cost of procuring the media may be charged. Use of external media within KNBS LAN shall be governed by ICT Policy which discourages their use.

Publications and reports at the library shall be distributed based on the cover price where it applies while making sure enough library references are retained.

## **10.0 Obligations**

In disseminating data, both customer and KNBS must observe the following obligations:

### **10.1 KNBS**

- a. The Director General shall authorise overall dissemination process to external agencies through the use of either data sharing agreements or existing dissemination modes.
- b. KNBS shall release data or grant access to data when satisfied that reasonable steps have been taken into account to safeguard confidential and security issues in the data.
- c. KNBS shall classify data by levels of sensitivity and risk, taking into account the country's legal framework on freedom of information and data protection, contractual agreements, ethical considerations.
- d. KNBS shall not share data/information to individuals or institutions before official release.

- e. Although KNBS is open to any form of data request, requests made over letters, emails will be given higher priority and responded to within 3 working days.
- f. KNBS will ensure that all users have equitable and timely access to data that are disseminated to the public. If there are revisions to the data after an initial release, notification will also be given to the public about these changes in an equitable and timely manner.

## **10.2 Data User**

User obligation shall include the following:

- a. Any individual or entity may submit a request for data as collected and archived in the KNBS database. Other than for published data, researchers shall disclose the nature and objective of their intended use.
- b. Any data access preference for organizations that do facilitate specific KNBS data collection by contributing funds, agents, and/or equipment shall be clearly defined and documented. Such arrangements shall receive prior approval by the Director General.
- c. Users of KNBS data shall utilize it in a manner consistent with KNBS requirements for security and confidentiality, as well as the provisions of the Statistical Act, 2006.
- d. Users shall comply with all requirements as provided by KNBS through data dissemination policy from time to time.
- e. No attempt shall be made to produce links among datasets provided by KNBS, or among data from the KNBS and other datasets with a view to identifying individuals or organizations.
- f. A user breaching any of these obligations will result in denial of service and or KNBS seeking legal redress.

## **11.0 Timing and Release**

The timing of the release of statistical products, including statistical press releases, regardless of physical form or characteristic, shall be the sole responsibility of KNBS. KNBS will endeavour to minimize the interval between the period to which the data refer and the date when the product is released to the public.

## **12.0 Copyright and Citation Requirements**

The data users shall acknowledge that any available intellectual property rights, including copyright in the data are owned by the KNBS. The data user or client is encouraged to provide KNBS with a copy of such report, paper or article.

Any books, articles, conference papers, theses, dissertations, reports, or other publications that makes use of data obtained from the KNBS Data Archive will cite the source of data.

## **13.0 Disclaimer**

In no event shall KNBS become liable to users of its data, or any other party, for any loss or damages, consequential or otherwise, including but not limited to time, money, or goodwill, arising from the use, operation or modification of the data. In using KNBS data, users indirectly agree to indemnify, defend, and hold harmless KNBS for any and all liability of any nature arising out of or resulting from the lack of accuracy or correctness of the data, or the use of the data.

## **14.0 Revision**

This policy shall be revised on a three year basis. However, if need arises the Director General shall authorize its revision. Changes necessitating revision shall include changes in technology, statutory regulations and any other reasons as may be determined from time to time.

## **15.0 Contact**

The office of the Director General through the following address shall be official contact to data requests.

Physical address:

Herufi House  
Street Name - Lt Tumbo Lane

Postal address:

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P.O. Box 30266-00100  
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## 16.0 Appendix

The Fundamental Principles for Official Statistics adopted by the United Nations Statistical Commission, in its Special Session of 11-15 April 1994 are (<http://unstats.un.org/unsd/dnss/gp/fundprinciples.aspx>):

**Principle 1.** Official statistics provide an indispensable element in the information system of a society, serving the government, the economy and the public with data about the economic, demographic, social and environmental situation. To this end, official statistics that meet the test of practical utility are to be compiled and made available on an impartial basis by official statistical agencies to honour citizens' entitlement to public information.

**Principle 2.** To retain trust in official statistics, the statistical agencies need to decide according to strictly professional considerations, including scientific principles and professional ethics, on the methods and procedures for the collection, processing, storage and presentation of statistical data.

**Principle 3.** To facilitate a correct interpretation of the data, the statistical agencies are to present information according to scientific standards on the sources, methods and procedures of the statistics.

**Principle 4.** The statistical agencies are entitled to comment on erroneous interpretation and misuse of statistics.

**Principle 5.** Data for statistical purposes may be drawn from all types of sources, be they statistical surveys or administrative records. Statistical agencies are to choose the source with regard to quality, timeliness, costs and the burden on respondents.

**Principle 6.** Individual data collected by statistical agencies for statistical compilation, whether they refer to natural or legal persons, are to be strictly confidential and used exclusively for statistical purposes.

**Principle 7.** The laws, regulations and measures under which the statistical systems operate are to be made public.

**Principle 8.** Coordination among statistical agencies within countries is essential to achieve consistency and efficiency in the statistical system.

**Principle 9.** The use by statistical agencies in each country of international concepts, classifications and methods promotes the consistency and efficiency of statistical systems at all official levels.

**Principle 10.** Bilateral and multilateral cooperation in statistics contributes to the improvement of systems of official statistics in all countries.

## 17.0 References

1. Department of Economic and Social Affairs, Statistics Division, Handbook of Statistical Organization, Third Edition, *The Operation and Organization of a Statistical Agency, Studies in Methods Series F No. 88*, [online], available at: <[unstats.un.org/unsd/publication/SeriesF/SeriesF\\_88E.pdf](http://unstats.un.org/unsd/publication/SeriesF/SeriesF_88E.pdf)> [Accessed on May 29, 2012].

2. Department of Economic and Social Affairs, Statistics Division, 2008 *International Recommendations for Industrial Statistics, ST/ESA/STAT/SER.M/90*, Statistical papers [online], available at: <[http://unstats.un.org/unsd/publication/seriesM/seriesm\\_90e.pdf](http://unstats.un.org/unsd/publication/seriesM/seriesm_90e.pdf)> [Accessed on May 29, 2012].

3. Fundamental Principles of Official Statistics (A/RES/68/261 from 29 January 2014), Fundamental Principles of Official Statistics [online], available at: <<http://unstats.un.org/unsd/dnss/gp/fundprinciples.aspx>> [Accessed on February 4, 2016].

4. Data dissemination policy guidelines, available at: <<http://ihnsn.org/home/projects/dissemination-policy-guidelines>> [Accessed on December 13, 2015].