

MICRO DATA DISSEMINATION POLICY (MDDP)



August 2023

Table of Contents

1.0	Introduction.....	1
2.0	Rationale.....	1
3.0	Objectives:.....	2
4.0	Types of data the policy will cover:.....	2
5.0	Data Structure.....	3
6.0	Confidentiality:.....	4
7.0	Degree of anonymization.....	4
8.0	Timing and Release.....	5
9.0	Dissemination channels.....	5
10.0	Terms and Condition:.....	6
11.0	Class of users.....	6
12.0	Roles and Responsibilities.....	8
13.0	Fees.....	8
14.0	Copyrights and citation requirement.....	8
15.0	Dispute Resolution.....	8
16.0	Disclaimer.....	8
17.0	Amendment of the Policy.....	8
	Appendix A.....	9
	Appendix B:.....	10

1.0 Introduction

The Ministry of Employment and Labour Relation (MELR) is the Ministry responsible for employment and labour related issues in the country with a vision of providing decent jobs for all under the Civil Service Act, 2021 PNDCL 327 Section 11 & 13 and Executive Instrument (EI 12).

The following are stipulated as the mandate of the Ministry:

- Formulate policies on labour and employment issues
- Develop sector plan
- Coordinate employment and labour related interventions across sectors
- Promote harmonious labour relation and market place safety
- Monitor and evaluate policies, programmes and project accelerated employment creations for national development.

With the ever-increasing digitalization and computer revolution, the importance of data for business and national growth can no longer be underestimated. It is crucial for the day-to-day running of businesses and national growth and development.

The need for data sharing has become very important since the Ministry is the lead advisor to government on employment and labour issues. The Right to Information Act, 2019 (Act 989) guarantees the general public access to information from public institutions and relevant private bodies.

The Ministry of Employment and Labour Relation (MELR) Micro Data Dissemination Policy (MDDP) will set out a framework on how data from the Ministry will be published and accessed by stakeholders and users while at the same time protecting the confidentiality of those from whom the data is collected.

2.0 Rationale

For evidence informed policy making to achieve sector goals, there is the need for quality and timely data. The Government of Ghana knowing the importance of data launched the Ghana Open Data Initiative and Ghana Data Exchange Hub which seeks to make government data available to public and private users.

The Africa Charter on Statistics, whose goal is to regulate statistical activities on the continent, discusses dissemination in Principle 4 and defines it as making data or statistics clear, usable, and

accessible without restriction. It goes on to elaborate that data must be made easily accessible and that the individual's right to information must be guaranteed. The charter further states that there should be a framework in place to allow ongoing user consultation, guarantee that the data being provided meets users' demands, and ensure simultaneity.

All individuals working with data must ensure the privacy of individual data information sources, private lives, and commercial secrets, according to Africa Charter on Statistics' Principle 5.

To accomplish these policies, there must be a clear framework and procedure to make data available and accessible to all users. The MELR Micro Data Dissemination Policy (MDDP) which has been developed by the Research Statistics and Information Management Directorate will serve as a guide for publishing and making the Ministries' data available to all users both internally and externally and at the same time ensuring the credibility of the data and protecting the confidentiality of those from whom data is collected.

The MELR MDDP will therefore enable increased usage of data across all sectors simultaneously and create a single source of verification for all internal data. It will also encourage feedback from internal and external stakeholders.

3.0 Objectives:

The overall objective of the MELR MDDP is to provide directives, guidelines and uniformity in micro data sharing and usage. It will also define the nature of anonymized data that will be disseminated.

Specifically, the MELR MDDP seeks to:

- Protect personal information of data collection subjects
- Maximize investment in data collection
- Determine scope, process, and format of anonymized data
- Regulate and monitor data use
- Preserve data
- Costing micro data and procedures

4.0 Types of data the policy will cover:

This policy shall cover two types of microdata. These are administrative data and data from surveys conducted by the Ministry as well as in partnership with stakeholders. The MELR MDDP will apply to all data generated by the Ministry; it will also include data of all forms without contravening the Data Protection Act, 2012 (Act 843). The data from the MELR and its Departments/Agencies will be provided in machine-readable, structured forms such as comma separated values (CSV),

JavaScript Object Notation (JSON), Extensible Markup Language (XML), or RDF. Geospatial and other data types should utilize appropriate open formats (for example, geoJSON and KML). The CSV file format should be used wherever feasible for sharing open data since it is simple to grasp, highly reusable, and machine readable. In practice, the Directive will demand a three-star data publication maturity level as described by the 5-Star Deployment Scheme for Open Data.

5.0 Data Structure

The Data Structure focuses on ensuring an organized approach to handling data. It encompasses various stages to manage data effectively:

- **Data Inventory and Template Review:**
This involves taking stock of activities and reviewing existing data templates to ensure completeness and accuracy.
- **Data Collection and Validation:**
Data is collected and rigorously validated to maintain high-quality and reliable information.
- **Data Analysis and Compilation:**
Data is analyzed to derive meaningful insights and then compiled into structured datasets.
- **Peer Review:**
The compiled data undergoes a peer review process to verify its accuracy and quality.
- **Data Accessibility:**
To ensure data is easily accessible to stakeholders, the MDDP employs the following strategies:
 - *Online Accessibility:* The Ministry publishes data and metadata on its official website, making it available to a broad audience.
 - *On-Demand Access:* Interested parties can request access to specific data and metadata, tailoring data availability to their needs.

This structured approach not only ensures data quality but also facilitates data availability for those who require it, supporting informed decision-making and transparency in employment and labor relations.

6.0 Confidentiality:

The policy is important for the privacy of individuals because it ensures that their personal data is collected, used, and disclosed in a transparent and lawful manner. It also gives individuals the right to access and control their personal data, and requires organizations to implement appropriate security measures to protect personal data from unauthorized access or disclosure.

Overall, the Data Protection Act, 2012 (Act 843) is an important piece of legislation that helps to protect the privacy and personal data of individuals in Ghana. Its provisions ensure that organizations are held accountable for the proper handling of personal data, and that individuals have control over how their personal data collected is used and disclosed.

The policy is also based on the Ghana Statistical Service Act, 2019 (Act 1003) which states that:

- Individual data collected by the GSS and a public corporation or a partner institution working in a collaboration with the GSS is strictly confidential and shall be used exclusively for statistical purposes.
- Identifiable individual information cannot be disclosed during the process of computing statistics or sharing statistical results.
- A person who processes individual data shall ensure that it is processed in a lawful manner; and without infringing the privacy of the respondent.
- The data shall not be copied or released to any other person or organization, directly or indirectly, without the written consent of the Chief Director of the MELR.
- Despite subsection (1), the Chief Director may release records with identifiers removed if satisfied that the records will be used for genuine research purposes and if a written undertaking has been obtained from the recipient of the records that
 - The recipient is satisfied that the records cannot be identified as relating to a particular person;
 - The records will not be released except with the written consent of the Chief Director; and
 - A copy of the research findings will be made available to the Chief Director.

7.0 Degree of anonymization

Data anonymization is the practice of removing or encrypting identifiers that link individuals to stored personal or sensitive data in order to keep it private or secret. The objective is to protect an individual's or an organization's private activities while upholding the veracity of the data collected

and provided.

To safeguard the identity of the people from whom information is gathered, personal information has to be anonymized. The practice of altering personal data such that the data subject may no longer be directly or indirectly identifiable is known as anonymization of data. In order to keep the identities of the people the data describes unknown, personally identifiable information from the data set, including names, addresses, phone numbers, email addresses, and dates of birth, divorce, and marriage will be removed before data is shared. Indirectly identifiable information, such as names and years of attendance of educational institutions will also be removed.

An anonymized data may be differentiated by the level of geographic details and personal characteristics. The degree of anonymization can be achieved by collapsing the data geographic details and variable characteristics.

8.0 Timing and Release

With regards to the importance of publication and dissemination of timely data for policy making in respect of socio-economic development both internally and externally, the data generated by the Ministry will be made available based on a developed release calendar. Notable among releases will take into consideration the following criteria:

- Administrative data: data will be made available as and when the data is released or when requests are made
- Statistical report: Three months into the ensuing year
- Surveys : Two months after release of results

9.0 Dissemination channels

Users in need of data may use the following means to get access to the data:

- Written application letter or email addressed to the Chief Director of the Ministry
- Completed MELR Data Request Agreement Form may be submitted to the MELR via info@melr.gov.gh for processing. Once processing is completed, the microdata will be made available to the researcher in soft formats or any other appropriate file sharing channel.
- Direct download of microdata from the Ministry's website via www.melr.gov.gh

10.0 Terms and Condition:

To maximize the benefit of data, it must be shared broadly. The user and provider of the data must all work together to achieve and attain the benefits.

The following terms and conditions are set out to achieve this:

- Data user must not use the data for any other purpose except for the original reason stated on the request form.
- Communication between the data user and the Ministry must be open and timely.
- Data must not be shared with another person without the approval of the Ministry
- In case of disagreement between user and the Ministry, both must engage in appropriate resolution processes and the Ministry will have the final say.
- Any publication from the data shall be duly acknowledged and properly cited acknowledging the Ministry
- All costs involved in making the data available shall be borne by the one requesting the data.

11.0 Class of users

The Ministry and its Departments and Agencies hold data related to the functions they perform. Below is a breakdown of the various Departments and Agencies under the Ministry, their functions, and a summary of the kind of data they generate.

Table 1: Functions and Type of Data Collected by the Sector

No.	Department/ Agency	Type of Data Collected
1.	Ministry of Employment and Labour Relations	Data on NDMW, performance of policies and implementation of Sector budget; data on jobs created by government
2.	Labour Department	Labour/employment data, including inspections; processing and determination of workmen's compensation claims; registration of Private Employment Agencies; issuance of Collective Bargaining Certificates to Unions, vocational guidance and counselling, registration of Trade Unions and Associations, issuance of labour clearance certificates, data on labour migration
3.	Department of Factories Inspectorate	Data on Occupational Safety and Health (OSH), accidents and diseases, registration of

No.	Department/ Agency	Type of Data Collected
		new factories, inspection of registered workplaces
4.	Department of Co-operatives	Data on functional co-operative societies; number of societies registered and audited; number of societies that convene Annual General Meetings; number of members trained; liquidations conducted.
5.	Ghana Co-operatives Council	Data on Co-operatives and their membership
6.	Management Development and Productivity Institute	Data on manpower development, productivity indices and institution building
7.	Ghana Co-operatives College	Data on training of Co-operative Societies
8.	National Pensions Regulatory Authority	Data on pensions registration and licensing of Pension Schemes and Service Providers, inspection of Service Providers, enrolment of members and establishments onto Schemes, as well as pension funds
9.	Youth Employment Agency	Beneficiaries disaggregated by modules, sex, age group and region. Data on Job Centre
10.	Fair Wages and Salaries Commission	Data on Base Pay and Pay Point relativity negotiation on the Single Spine Salary Structure (SSSS), number of Public Service employees migrated onto the SSSS, Public Service Pay Administration.
11.	National Labour Commission	Data on labour disputes resolution; strike actions and lockouts; training for mediators, arbitrators, Unions and Employers.
12.	Social Security and National Insurance Trust (SSNIT)	Data on pension contribution disaggregated by membership, AUM, beneficiaries, sex and location.

The stakeholders of the Ministry who make use of the data are as outlined below:

- Government and other Ministries
- Policy makers
- Departments and Agencies
- Academic Institutions
- International and donor partners
- Employers and Job seekers
- Other users

Restricted data will have to be release in accordance to the provisions of the Right to Information Act, 2019 (Act 989). All other data will be analyzed and published into reports and shared with stakeholders. Where the micro data is needed by stakeholders, they will be released based on dictates of this policy.

12.0 Roles and Responsibilities

The RSIM Directorate of the Ministry will have oversight responsibility of the following:

- Type of microdata that is published and type of data that will be uploaded on the Ministries' website.
- Provide guidelines on how to produce anonymized data files.
- Ensure well documented microdata and make all meta data related to it available.
- Review framework for data dissemination.

13.0 Fees

One of the benefits of the Ghana Open Data Initiative (2012) is to make data available to users at no cost at all. However, where it becomes necessary, a minimal processing fee may be charged by the MELR before release of data as prescribed by the Right to Information Act, 2019 (Act 989).

14.0 Copyrights and citation requirement

Users of the Ministry's data must always make sure that all necessary citations are made and agree to respect the Ministry's ownership of all property rights, including the copyright to the data. The ministry may also receive the final report, article, or paper from the data user.

15.0 Dispute Resolution

In case of a dispute between the Ministry and a data user the Chief Director must give audience to both aggrieved parties and make the final determination in the case.

16.0 Disclaimer

Any loss or damage in term of time, money, or goodwill resulting from the use, modification, or operation of the data are not the responsibility of the Ministry and users of the data shall be liable.

17.0 Amendment of the Policy

The policy may be revised from time to time based on changes in the legal framework and technology.

Appendix A

Glossary of Terms

Anonymization

The method of deleting personally identifiable information from a data set with the goal of protecting the sources of the data.

Anonymous data

A set of data where all the identifiers have collapsed, making it impossible to identify the sources of the data.

Confidentiality

The act of keeping data private and not sharing it with anybody else without the proper consent of the people whose data is being collected.

Dissemination

A technique for making data accessible to all users as and when needed.

Microdata

The information gathered at the respondent level comprises both direct and indirect identifiers for the respondent, such as name, age, gender, places, etc. it contains information from polls, censuses, and administrative levels.

Metadata

This kind of information gives a thorough description of other information. The content of the data is not provided; only information about the data is.

Survey

techniques for getting data or information from a group of people, homes, or establishments where only a sample of the population is counted.

Stakeholders

Individuals or groups with an interest in a decision or activity of an organization.

Appendix B:

Ministry of Employment and Labour Relation (MELR) Data Request Form

AGREEMENT
BETWEEN
THE MINISTRY OF EMPLOYMENT AND LABOUR RELATIONS
AND

Person(s) Requesting Data:
Email Address:
Contact Number:
Institutional Affiliation:
Institutional GPS:
Purpose of Data Request:
Dataset (s) Requested:

(Attach copy of Study Outline)

Conditions for release of data:

- ❖ Data user must not use the data for any other purpose except for the original reason stated on the request form
- ❖ Communication between the data user and the ministry must be open and timely
- ❖ Data must not be shared with another person without the approval of the Ministry
- ❖ In case of disagreement between user and the ministry, both must engage in appropriate resolution process and the CD will have the final say.
- ❖ Any publication from the data shall be duly acknowledged and properly cited acknowledging the ministry
- ❖ All costs involved in making the data available shall be endured by the one requesting the data

I/We agree that all data released under this agreement are confidential and remain the property of the Ministry of Employment and Labour Relations. I/We undertake to observe the terms and conditions stated above and if we default necessary legal action will be taken against me/us.

Signature:

Signature:

Name:

Name:

Date:

Date:

Person(s) Requesting Data

Chief Director (MELR)



www.melr.gov.gh



@MinistryOfEmpl1



Ministry of Employment and
Labour Relations - Ghana



Melrgovgh