

REGULATION OF THE MINISTER OF SOCIAL AFFAIRS
OF THE REPUBLIC OF INDONESIA
NUMBER 3 OF 2021
ON
INTEGRATED SOCIAL WELFARE DATA MANAGEMENT

BY THE BLESSINGS OF ALMIGHTY GOD

MINISTER OF SOCIAL AFFAIRS OF THE REPUBLIC OF INDONESIA,

- Considering :
- a. that integrated social welfare data is the reference basis in carrying out the social welfare implementation, which needs to be managed appropriately, responsibly, and sustainably;
 - b. that Regulation of the Minister of Social Affairs Number 28 of 2017 on General Guidelines for Verification and Validation of Integrated Data for Poverty Reduction Management and Regulation of the Minister of Social Affairs Number 5 of 2019 on Integrated Social Welfare Data Management as amended by Regulation of the Minister of Social Affairs Number 11 of 2019 on Amendment to Regulation of the Minister of Social Affairs Number 5 of 2019 on Integrated Social Welfare Data Management is no longer in line with the development of the society and legal needs; therefore, it needs to be replaced;
 - c. that based on the considerations as referred to in point a and point b, it is necessary to issue Regulation of the Minister of Social Affairs on Integrated Social Welfare Data Management;

- Observing : 1. Article 17 section (3) of the 1945 Constitution of the Republic of Indonesia;
2. Law Number 40 of 2004 on National Social Security System (State Gazette of the Republic of Indonesia of 2004 Number 150, Supplement to the State Gazette of the Republic of Indonesia Number 4456);
3. Law Number 39 of 2008 on Ministry of State (State Gazette of the Republic of Indonesia of 2008 Number 166, Supplement to the State Gazette of the Republic of Indonesia Number 4916);
4. Law Number 11 of 2009 on Social Welfare (State Gazette of the Republic of Indonesia of 2009 Number 12, Supplement to the State Gazette of the Republic of Indonesia Number 4967);
5. Law Number 13 of 2011 on Poverty Reduction Management (State Gazette of the Republic of Indonesia of 2011 Number 83, Supplement to the State Gazette of the Republic of Indonesia Number 5235);
6. Law Number 23 of 2014 on Local Governments (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587), as amended several times and last by Law Number 9 of 2015 on the Second Amendment to Law Number 23 of 2014 on Local Governments (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);
7. Law Number 8 of 2016 on Persons with Disabilities (State Gazette of the Republic of Indonesia of 2016 Number 69, Supplement to the State Gazette of the Republic of Indonesia Number 5871);
8. Government Regulation Number 39 of 2012 on Social Welfare Implementation (State Gazette of the Republic of Indonesia of 2012 Number 68, Supplement to the State Gazette of the Republic of Indonesia Number 5294);
9. Presidential Regulation Number 46 of 2015 on Ministry of Social Affairs (State Gazette of the Republic of Indonesia of 2015 Number 86);

10. Presidential Regulation Number 39 of 2019 on One Data Indonesia (State Gazette of the Republic of Indonesia of 2019 Number 112);
11. Presidential Regulation Number 68 of 2019 on State Ministry Organization (State Gazette of the Republic of Indonesia of 2019 Number 203);
12. Regulation of the Minister of Social Affairs Number 20 of 2015 on Ministry of Social Affairs Organization and Work Procedure (State Bulletin of the Republic of Indonesia of 2015 Number 1845), as amended several times and last by Regulation of the Minister of Social Affairs Number 22 of 2018 on Second Amendment to Regulation of the Minister of Social Affairs Number 20 of 2015 on Ministry of Social Affairs Organization and Work Procedure (State Bulletin of the Republic of Indonesia of 2018 Number 1517);

HAS DECIDED:

To issue : REGULATION OF THE MINISTER OF SOCIAL AFFAIRS ON INTEGRATED SOCIAL WELFARE DATA MANAGEMENT.

CHAPTER I GENERAL PROVISIONS

Article 1

In this Ministerial Regulation:

1. Integrated Social Welfare Data means the master data that contains data on social welfare service recipients, beneficiaries of social assistance and empowerment, as well as the social welfare potential and sources.
2. Data Management means a systematic activity in organizing, storing, and maintaining data that includes the data proposal process, verification and validation, determination, and use of data needed to ensure data accessibility, plausibility, timeliness, and accountability in its use for social welfare implementation.

3. Social Welfare Implementation means a targeted, comprehensive, and sustainable effort carried out by the Government, local governments, and the society in the form of social services to meet the basic needs of every citizen, including social rehabilitation, social security, social empowerment, and social protection.
4. Data Proposal Process means a modification activity which involves adding, deleting, and correcting data in the form of numbers, texts, images, audio, and/or video through a storage, recording, or electronic system.
5. Data Verification, hereinafter referred to as Verification, means the process during which data is checked to ensure that the Data Proposal Process has been carried out according to the established procedures and that the collected or corrected data corresponds to the facts in the field.
6. Data Validation, hereinafter referred to as Validation, means the data validation process in which data is checked and corrected so that it is valid.
7. Quality Control/Assurance means an activity aimed at improving, maintaining, and achieving data quality to create continuous quality improvement.
8. The Poor means a person who has absolutely no source of livelihood and/or has a source of livelihood, but is unable to meet the basic necessities of life for him/herself and/or his or her family.
9. The Disadvantaged means a person who has a source of livelihood, salary, or wage and can only meet decent basic needs.
10. Persons with Disabilities mean any person with long-term physical, intellectual, mental, and/or sensory limitations who may, in interacting with the environment, experience any barriers and difficulties to fully and effectively participate with other citizens on the basis of equal rights.
11. Social Welfare Service Recipients means individuals, families, groups, and/or communities who, due to an obstacle, difficulty, or disorder, cannot fulfill their social

functions, and therefore need social services to satisfy their physical, spiritual, and social needs adequately and reasonably.

12. Social Welfare Potential and Sources mean individuals, families, groups, and/or communities that can participate in maintaining, creating, supporting, and strengthening Social Welfare Implementation.
13. Local Governments mean the regional heads as an element of the Local Governance organizing the execution of government affairs which is the authority of the autonomous region.
14. Next-Generation Social Welfare Information System (*Sistem Informasi Kesejahteraan Sosial Next-Generation*), hereinafter abbreviated as SIKS-NG, means an information system supporting the management of Integrated Social Welfare Data.
15. Minister means the minister administering the governance in the social affairs.

CHAPTER II

INTEGRATED SOCIAL WELFARE DATA MANAGEMENT

Part One

General

Article 2

- (1) Integrated Social Welfare Data Management is carried out through the following stages:
 - a. Data Proposal Process, Verification, and Validation;
 - b. Quality Control/Assurance;
 - c. determination; and
 - d. usage.
- (2) Integrated Social Welfare Data includes:
 - a. Social Welfare Service Recipients;
 - b. beneficiaries of social assistance and empowerment;
and
 - c. Social Welfare Potential and Sources.

- (3) Integrated Social Welfare Data as referred to in section (2) point a to point c are individuals, families, groups, and communities.

Part Two

Data Proposal Process, as well as Verification and Validation

Article 3

- (1) The Minister determines the criteria for Integrated Social Welfare Data as referred to in Article 2 section (2) as the basis for implementing Data Management.
- (2) The criteria as referred to in section (1) include:
 - a. poverty;
 - b. neglect;
 - c. disability;
 - d. remoteness;
 - e. persons with social deviance issues;
 - f. disaster victims;
 - g. victims of violence, exploitation, and discrimination;
and/or
 - h. other criteria determined by the Minister.

Article 4

The Data Proposal Process can be submitted through:

- a. rural village or urban village meetings or other names;
- b. a proposal from the Ministry of Social Affairs; or
- c. self-registration using the SIKS-NG application.

Article 5

Data Proposal Process as referred to in Article 4 point a originates from:

- a. head of the neighborhood unit;
- b. head of hamlet;
- c. village head or other names;
- d. Social Welfare Potential and Sources; and/or
- e. self-registration to the rural village or urban village officials or other names.

Article 6

- (1) Submission of the Data Proposal Process carried out through rural village or urban village meetings or other names as referred to in Article 5, is submitted to the regent/mayor through the regency/municipal social office.
- (2) The regent/mayor through the regency/municipal social office is obligated to conduct the Verification and Validation process of the proposed data as referred to in section (1).
- (3) The Verification and Validation results as referred to in section (2) are submitted through the SIKS-NG application by the regency/municipal social office.
- (4) In the event that there are problems with Verification and Validation results , the Quality Control/Assurance is carried out by universities appointed by the Minister.

Article 7

- (1) The Data Proposal process submitted by the regency/municipal government as referred to in Article 6 is submitted to the Local Government to be forwarded to the Minister.
- (2) The submission of data proposals as referred to in section (1) is made through the SIKS-NG application.
- (3) In the event that there are problems with the proposed data, the Quality Control/Assurance is carried out by universities appointed by the Minister.

Article 8

- (1) The data management work unit within the Ministry of Social Affairs assesses the data proposal submitted by the Local Government as referred to in Article 7.
- (2) The assessment as referred to in section (1) is a process of assessing the data proposal according to the specified data integrity criteria.
- (3) The data integrity criteria as referred to in section (2) are at least:

- a. individual data that is personal and singular;
 - b. individual data that has a citizenship identity number, name, and address corresponding to population data managed by the government institution responsible for population and civil registration affairs;
 - c. family, group, and community data constitute individual data sets;
 - d. data of family members do not overlap with other family members; and
 - e. the data attribute completeness.
- (4) In the event that the data proposal as referred to in section (1) does not fulfill the data integrity criteria, the data management work unit within the Ministry of Social Affairs can return the data proposal to the Regency/Municipal Government for data improvement.
- (5) In the event that there are still problems with the proposed data that have been improved by the Regency/Municipal Government, the data can be sent to universities for Quality Control/Assurance.
- (6) If necessary, the Minister may conduct the Verification and Validation of the Data Proposal Process.

Article 9

- (1) Submission of the Data Proposal Process through the Ministry of Social Affairs proposal and self-registration using the SIKS-NG application as referred to in Article 4 point b and point c is Verified and Validated.
- (2) The Data Proposal process through the proposal of the Ministry of Social Affairs as referred to in section (1) is carried out under the following conditions:
 - a. disasters emergency situation;
 - b. Social Welfare Service Recipients found in situations that they are not treated and/or have not been recorded; and/or
 - c. other security threats or emergencies.

- (3) Verification and Validation as referred to in section (1) are carried out by:
 - a. Ministry of Social Affairs; or
 - b. Regency/Municipal Government.
- (4) In the event that the Verification and Validation results carried out by the Ministry of Social Affairs as referred to in section (3) point a do not fulfill the data integrity criteria, the Ministry of Social Affairs informs the data to the Regency/Municipal Government for improvement.

Article 10

Further provisions regarding the procedures for the Data Proposal Process as well as Verification and Validation as referred to in Article 4 to Article 9 are stipulated by the Minister.

Part Three

Quality Control/Assurance

Article 11

- (1) The Quality Control/Assurance process is carried out when problems are discovered which consists of:
 - a. disagreements/discrepancies/differences in data between the regency/municipal government and rural villages or urban villages or other names;
 - b. disagreements/discrepancies/differences in data between provincial governments and regency/municipal governments; and
 - c. disagreements/discrepancies/differences in other data.
- (2) Quality Control/Assurance as referred to in section (1) is carried out by universities appointed by the Minister.
- (3) The Quality Control/Assurance implementation as referred to in section (2) is carried out according to the criteria for Integrated Social Welfare Data stipulated by the Minister as referred to in Article 3 section (2).

- (4) Quality Control/Assurance as referred to in section (2) is reported to the Minister as a consideration in stipulating the Integrated Social Welfare Data.
- (5) Further provisions regarding Quality Control/Assurance as referred to in section (1) to section (4) are stipulated by the Minister.

Part Four
Determination

Article 12

- (1) The results of the Data Proposal, Verification, Validation, and Quality Control/ Assurance Process as referred to in Article 4 to Article 11 are submitted to the Minister to be determined as Integrated Social Welfare Data.
- (2) The determined Integrated Social Welfare Data as referred to in section (1) is used as a reference in the program for Poverty reduction management and the Social Welfare Implementation.
- (3) The Integrated Social Welfare Data as referred to in section (1) is determined every month.
- (4) In the event that there are no changes in the proposed Integrated Social Welfare Data, the Minister may determine the Integrated Social Welfare Data according to the last month determination.
- (5) If necessary, the Minister may conduct Verification and Validation of the determined Integrated Social Welfare Data to ensure data integrity.
- (6) If the Verification and Validation results as referred to in section (5) show that the data do not fulfill the data integrity criteria, the Minister removes and returns the data to the regency/municipal government for improvement.
- (7) The Integrated Social Welfare Data as referred to in section (1) can be accessed by the public in accordance with the provisions of legislation.

Article 13

- (1) A person who is not registered in the Integrated Social Welfare Data as referred to in Article 12 can actively self-register.
- (2) The provision on self-registration as referred to in section (1) applies mutatis mutandis to the provisions regarding the proposal and Verification and Validation as referred to in Article 4 to Article 9.

Article 14

- (1) Integrated Social Welfare Data can be changed.
- (2) The changes of Integrated Social Welfare Data as referred to in section (1) include:
 - a. substantive change; and
 - b. administrative change.
- (3) Substantive change as referred to in section (2) point a consists of:
 - a. deletion;
 - b. replacement; or
 - c. addition.
- (4) Administrative change as referred to in section (2) point b is improvements to integrated social welfare data.
- (5) The provisions regarding changes as referred to in section (1) to section (4) apply mutatis mutandis to the provisions as referred to in Article 4 to Article 9.

Part Five

Usage

Article 15

Integrated Social Welfare Data is used by:

- a. echelon I work units within the Ministry of Social Affairs;
- b. ministries/institutions;
- c. Local Governments; and
- d. the public.

Article 16

- (1) According to Article 15 point a, echelon I work units within the Ministry of Social Affairs must use Integrated Social Welfare Data in implementing the Social Welfare Implementation program.
- (2) The usage of Integrated Social Welfare Data as referred to in section (1) can be exempted under the following conditions:
 - a. disasters emergency situation;
 - b. Social Welfare Service Recipients found in situations that they are not treated; and/or
 - c. other security threats or emergencies.
- (3) In the event of an exception as referred to in section (2), the echelon I work units within the Ministry of Social Affairs must report data on program recipients to be proposed for inclusion in the Integrated Social Welfare Data.
- (4) The provisions regarding the proposal as referred to in section (3) apply mutatis mutandis to the provisions as referred to in Article 4 to Article 9.

Article 17

In echelon I work units within the Ministry of Social Affairs, the procedure for using Integrated Social Welfare Data as referred to in Article 16 is implemented through the following mechanism:

- a. echelon I work units submit data requests to the data management work unit;
- b. the data management work unit provides initial data according to the request submitted by the echelon I work unit;
- c. echelon I work units perform data screening according to the program criteria to be provided;
- d. echelon I work unit adjusts the screened data with the available quota for the number of beneficiaries/beneficiary families; and

- e. data on potential beneficiaries/beneficiary families that have been adjusted to the needs of the program are determined by the echelon I work unit as beneficiaries/beneficiary families.

Article 18

- (1) The usage of Integrated Social Welfare Data by echelon I work units for distributing social assistance with channeling partners takes place through the SIKS-NG application managed by the data management work unit and is monitored in a cooperation agreement.
- (2) Channeling partners as referred to in section (1) are channeling banks, channeling posts, or other parties that cooperate with echelon I work units to distribute Social Assistance.
- (3) The procedure for using Integrated Social Welfare Data in the Social Welfare Implementation program is made in accordance with the provisions of legislation.

Article 19

- (1) The usage of Integrated Social Welfare Data by ministries/institutions, Local Governments, and the public as referred to in Article 15 point b, point c, and point d must obtain approval.
- (2) Providing approval for the usage of Integrated Social Welfare Data as referred to in section (1) takes place with the following provisions:
 - a. applications submitted by ministries/institutions belong to the authority of the Minister;
 - b. applications submitted by the Local Government belong to the authority of echelon I officials responsible for data management; and
 - c. applications submitted by the public belong to the authority of information and documentation management officials within the Ministry of Social Affairs.

Article 20

- (1) Integrated Social Welfare Data used by ministries/institutions as referred to in Article 19 section (1) is carried out by submitting a written application to the Minister.
- (2) Integrated Social Welfare Data used by the Local Government as referred to in Article 19 section (1) is carried out by submitting a written application to the echelon I officials responsible for data management.
- (3) Integrated Social Welfare Data used by the public as referred to in Article 19 section (1) is submitted to the information and documentation management officials within the Ministry of Social Affairs.

Article 21

- (1) In the event that the Minister approves the application of ministries/institutions for the usage of Integrated Social Welfare Data as referred to in Article 20 section (1), the data is presented as follows:
 - a. the Minister appoints the head of the data management work unit to prepare the data according to the application;
 - b. the data prepared by the head of the data management work unit is written as a handover report;
 - c. the head of the data management work unit submits the handover report to the applicant to be signed and at the same time submits the data to the applicant as electronic/digital documents;
 - d. the handover report as referred to in point c is signed by a middle high-ranking official; and
 - e. the usage of Integrated Social Welfare Data is monitored by the head of the data management work unit.
- (2) The application as referred to in section (1) is signed by the minister/institution head or middle high-ranking official.

Article 22

- (1) Application for the usage of Integrated Social Welfare Data by the Local Government as referred to in Article 20 section (2) is submitted through the social office.
- (2) In the event that the echelon I officials responsible for data management approve the application as referred to in section (1) for the usage of Integrated Social Welfare Data by the Local Government, the data will be provided with the following mechanism:
 - a. the echelon I officials responsible for data management instruct the head of the data management work unit to prepare the data according to the application;
 - b. the data prepared by the head of the data management work unit is written as a handover report;
 - c. the head of the data management work unit submits the handover report to the applicant to be signed and at the same time submits the data to the applicant as electronic/digital documents;
 - d. the handover report as referred to in point c is signed by the head of the social office; and
 - e. the usage of Integrated Social Welfare Data is monitored by the head of the data management work unit.
- (3) The application as referred to in section (1) is signed by the head of the social office.

Article 23

In the event that the information and documentation management officials within the Ministry of Social Affairs approve the application for the usage of Integrated Social Welfare Data by the public as referred to in Article 20 section (3), the data is presented under the following conditions:

- a. the information and documentation management officials forward the application to the head of the data management work unit to prepare the data according to the application;

- b. the data prepared by the head of the data management work unit is submitted to the information and documentation management officials of the Ministry of Social Affairs;
- c. the data submitted by the head of the data management work unit to the information and documentation management officials of the Ministry of Social Affairs is accompanied by the signing of the handover report;
- d. the information and documentation management officials of the Ministry of Social Affairs prepare a submission proof of public information to the applicant to be signed and at the same time submit the data to the applicant as electronic/digital documents;
- e. the submission proof of public information as referred to in point c is signed by the applicant and the information and documentation management officials of the Ministry of Social Affairs; and
- f. the usage of Integrated Social Welfare Data is monitored by the information and documentation management officials of the Ministry of Social Affairs.

Article 24

The application for the usage of Integrated Social Welfare Data as referred to in Article 19 to Article 23 at least contains:

- a. the purpose of using the data;
- b. the region; and
- c. the type of data needed.

Article 25

Echelon I work units within the Ministry of Social Affairs, ministries/institutions, Local Governments, and the public must update the already determined Integrated Social Welfare Data.

Article 26

- (1) Users of Integrated Social Welfare Data must:

- a. comply with the provisions specified in the handover report;
 - b. not disseminate or distribute data to third parties; and
 - c. maintain and be responsible for data security and avoid unauthorized data usage.
- (2) In certain cases, the dissemination and distribution of Integrated Social Welfare Data to third parties as referred to in section (1) point b may occur under the following conditions:
- a. it is the result of processed Integrated Social Welfare Data;
 - b. the presentation is in the form of statistical descriptions; and
 - c. it contains the data source.

CHAPTER III REPORTING

Article 27

- (1) Echelon I work units within the Ministry of Social Affairs, ministries/institutions, Local Governments, and the public that have obtained Integrated Social Welfare Data must report in writing by submitting information on the usage of Integrated Social Welfare Data to the Minister, echelon I officials responsible for Data Management, or information and documentation management officials within the Ministry of Social Affairs according to their respective authority no later than 1 (one) month after the program is completed.
- (2) Information report on the usage of Integrated Social Welfare Data as referred to in section (1) which is used for the distribution of social protection programs, social security, social empowerment, social rehabilitation, and poverty reduction management for individuals, families, and/or households.

- (3) The information report on the usage as referred to in section (2) must at least contain:
- a. citizenship identity number;
 - b. name; and
 - c. the address of the recipient, including the name of the province, regency/city, sub-district, and urban village or rural village or other names.

Article 28

The next application for the usage of Integrated Social Welfare Data cannot be granted if echelon I work units within the Ministry of Social Affairs, ministries/institutions, Local Governments, and the public do not submit information reports on the usage of Integrated Social Welfare Data as referred to in Article 26.

Article 29

The Integrated Social Welfare Data received by the Regency/Municipal Government from the Ministry of Social Affairs which is used in data collection can only be given to the appointed data collection officials and Verification and Validation officials and determined by making a handover report.

CHAPTER IV CLOSING PROVISIONS

Article 30

At the time this Ministerial Regulation comes into force:

- a. Regulation of the Minister of Social Affairs Number 28 of 2017 on General Guidelines for Verification and Validation of Integrated Data for Poverty Reduction Management (State Bulletin of the Republic of Indonesia of 2018 Number 184); and
- b. Regulation of the Minister of Social Affairs Number 5 of 2019 on Integrated Social Welfare Data Management (State Bulletin of the Republic of Indonesia of 2019

Number 732), as amended by Regulation of the Minister of Social Affairs Number 11 of 2019 on Amendment to Regulation of the Minister of Social Affairs Number 5 of 2019 on Integrated Social Welfare Data Management (State Bulletin of the Republic of Indonesia of 2019 Number 1042),
are repealed and declared ineffective.

Article 31

This Ministerial Regulation comes into force on the date of its promulgation.

In order that every person may know hereof, it is ordered to promulgate this Ministerial Regulation by its placement in the State Bulletin of the Republic of Indonesia.

Issued in Jakarta
on 27 May 2021

MINISTER OF SOCIAL AFFAIRS
OF THE REPUBLIC OF INDONESIA,

signed

TRI RISMAHARINI

Promulgated in Jakarta
on 31 May 2021

DIRECTOR GENERAL OF LEGISLATION
OF THE MINISTRY OF LAW AND HUMAN RIGHTS
OF THE REPUBLIC OF INDONESIA,

signed

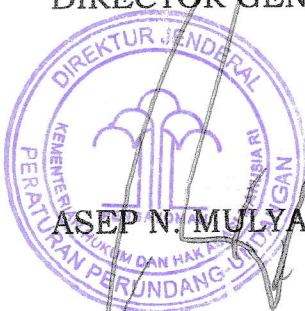
WIDODO EKATJAHJANA

STATE BULLETIN OF THE REPUBLIC OF INDONESIA OF 2021 NUMBER 578

Jakarta, 10 April 2023

Has been translated as an Official Translation
on behalf of Minister of Law and Human Rights
of the Republic of Indonesia

DIRECTOR GENERAL OF LEGISLATION,



ASEP N. MULYANA