|  |
| --- |
| Social Investment Data Resource  **Application Form** |

Important information for prospective data users

|  |  |
| --- | --- |
|  | **Please note that this application form may be used to form a sharing agreement.** The data in the Social Investment Data Resource (SIDR) is owned by the originating agencies (the Partner Agencies). This form has been designed to streamline the approval process for both users and Partner Agencies.  Any applications or requests for data contained in the SIDR will be considered by the SIDR Governance Group before being directed to the relevant Partner Agencies. We strongly recommend reviewing this form with agency data custodians managing your data request. |
|  | **Submit this form to the Department of Treasury (Treasury) upon completion.** Treasury can assist with completing this form as required. However, you do not need to submit a final, signed copy until you have completed the approval process with agencies, Please attach evidence of approval (e.g. letters or signed agreements). |
|  | **You are responsible for obtaining approvals from the relevant Partner Agencies for each dataset required.** Treasury will not provide access to a dataset without the explicit approval of the relevant Partner Agency. |
|  | **Partner Agencies may impose conditions on the use of, and access to, their data** (e.g. privacy and security requirements, duration of access, review of outputs). Approved data users are required to comply with any terms or conditions imposed by Partner Agencies, and with a set of default conditions provided in this form. Where different terms and conditions have been specified by various agencies, the most stringent will prevail. |
|  | **Your organisation will not be charged for the data in the SIDR, nor for extraction of aggregated data undertaken by Treasury on your behalf. However your organisation is responsible for any costs associated with direct access to the SIDR’s analytical platform** (e.g. software licences, additional platform capacity). Treasury will notify prospective users if there are likely to be additional costs, and provide an opportunity to decide whether to proceed. |
|  | **This form is for users who wish to use linked service data for a specific purpose.** If your organisation does not intend to request service data, and is simply seeking a map of agency identifiers, please discuss this with the Treasury directly. |

|  |
| --- |
| Project information |

|  |
| --- |
| Section 1: Project submission |

Please select the category that best applies to the project: Choose an item.

If ‘Other’, please provide additional information:

Click or tap here to enter text.

|  |  |
| --- | --- |
| **Project title:** | Click or tap here to enter text. |
| **Project description:** | Click or tap here to enter text. |
| **Date first submitted:** | Click or tap to enter a date. |
| **Date of revision** | Click or tap to enter a date. |
| **SIDR Project ID (office use only)** | Click or tap here to enter text. |

|  |
| --- |
| Section 2: Project applicants |

|  |  |
| --- | --- |
| 2.1 Project Lead | |
| Name: | Click or tap here to enter text. |
| Position: | Click or tap here to enter text. |
| Department/Organisation: | Click or tap here to enter text. |
| Qualifications: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Telephone number: | Click or tap here to enter text. |
| Source of authorisation for undertaking this project: | Choose an item.  Please provide name and organisation of source of authorisation:  Click or tap here to enter text. |
|  | |
| 2.2 Main contact (if different to Project Lead) | |
| Name: | Click or tap here to enter text. |
| Position: | Click or tap here to enter text. |
| Department/Organisation: | Click or tap here to enter text. |
| Qualifications: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Telephone number: | Click or tap here to enter text. |
|  | |
| 2.3 Academic Supervisor (if project lead is a student) | |
| Name: | Click or tap here to enter text. |
| Position: | Click or tap here to enter text. |
| Department/Organisation: | Click or tap here to enter text. |
| Qualifications: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Phone number: | Click or tap here to enter text. |

|  |
| --- |
| **Section 3: Project details** |

|  |  |
| --- | --- |
| Project timeframes: | Commencement Date Click or tap to enter a date.  Completion Date Click or tap to enter a date. |
| Strategic alignment: | Explain how the project aligns to the strategic research priorities of SIDR Partner Agencies  Click or tap here to enter text. |
| Project description: | Explain the following:   * Aims and objectives * Significance * Background * Key research/evaluation questions   Click or tap here to enter text. |
| Proposed design, methodology, techniques and data analysis: | Click or tap here to enter text.  Sufficient detail is required to enable assessment of the project application in terms of scientific validity and accepted principles of analytical practice |
| Intended research outputs: | Click or tap here to enter text. |
| Project funding arrangements:  (Non‑government applicants only) | Click or tap here to enter text. |
| Professional indemnity or public liability insurance:  (Non‑government applicants only) | Choose an item.  If Yes, name of insurer/organisation:  Click or tap here to enter text. |

|  |
| --- |
| **Section 4: Anticipated technical requirements** |

|  |  |
| --- | --- |
| Number of analysts seeking direct access to the SIDR analytical environment: | Choose an item.  (Choose ‘Nil’ if you are not requesting direct access to records in the SIDR – e.g. if you have arranged with the Department of Treasury to develop analytical tools or extract aggregated data on your behalf. Note that direct access will only be provided to individuals that have been approved by Partner Agencies.) |
| Intended mode of access: | Choose an item.  (Note that the most appropriate mode of access will be informed by technical, security, and resourcing considerations, in addition to user preference and Partner Agency requirements.) |
| Additional comments: | Click or tap here to enter text. |

|  |
| --- |
| **Section 5: Data Security** |

|  |  |
| --- | --- |
| **Where the data will be stored/analysed:** | Only relevant for projects that plan to use de‑identified flat file extracts  Click or tap here to enter text. |
| **What will happen to data upon completion of the project:** | Only relevant for projects that plan to use de‑identified flat file extracts  Click or tap here to enter text. |

|  |
| --- |
| Section 6: Ethical Considerations |

|  |  |
| --- | --- |
| SIDR Partners require all requests to meet ethical standards. Attach evidence of existing ethics approvals. | |
| **Name of committee** | Click or tap here to enter text. |
| **Status** | Choose an item. |
| **Name of committee** | Click or tap here to enter text. |
| **Status** | Choose an item. |

|  |
| --- |
| Section 7: Anticipated data requirements |

|  |  |
| --- | --- |
| **Approved time coverage:**  (Leave blank if you have approval to access full datasets.) | Click or tap here to enter text.  (e.g. ‘Service events between 1 Jan 1995 and 31 Dec 2005’. Note that not all datasets have full coverage from 1990 to present.) |
| **If you are only seeking data relating to a limited cohort, provide the following:** | |
| **Approved cohort:**  (Leave blank if you have approval to access full datasets.) | Year of birth: Click or tap here to enter text.  Location: Click or tap here to enter text.  Gender: Click or tap here to enter text.  Aboriginal and Torres Strait Islander  Other (please provide details): Click or tap here to enter text.  Please describe your proposed cohort:  Click or tap here to enter text. |
| **Requested datasets** |  |
| ***Communities*** | Child protection (clients)  Coverage: 1990 – 2019  Note: Please request if selecting other child protection datasets  Child protection (notifications, investigations & substantiations)  Coverage: 1990 – 2019  Child protection (concerns)  Coverage: 1990 – 2019  Child protection (periods of care)  Coverage: 1990 – 2019  Child protection (orders)  Coverage: 1990 – 2019  Disability services (clients)  Coverage: 2002 – 2018  Note: Please request if selecting the service access dataset  Disability services (service access)  Coverage: 2002 – 2018  Housing (customers & applications)  Coverage: 1990 – 2019  Housing (households & tenancies)  Coverage: 1990 – 2019  Housing (incomes)  Coverage: 1990 – 2019  Housing (warnings)  Coverage: 1990 – 2019 |
| ***Education*** | Enrolments  Coverage: 1990 – 2019  Attendance  Coverage: 2008 – 2019  Suspensions  Coverage: 2008 – 2019  NAPLAN results (Reading & Numeracy)  Coverage: 2008 – 2019 |
| ***Justice*** | Case lodgements (ICMS)  Coverage varies by court level:  Children’s Court: 2000 – 2019  Magistrate’s Court: 2008 – 2019  District Court: 2000 – 2019  Supreme Court: 2000 – 2019  Case finalisations (ICMS)  Coverage varies by court level:  Children’s Court: 2000 – 2019  Magistrate’s Court: 2008 – 2019\*  District Court: 2000 – 2019  Supreme Court: 2000 – 2019  Charge finalisations (ICMS)  Coverage varies by court level:  Children’s Court: 2000 – 2019  Magistrate’s Court: 2008 – 2019\*  District Court: 2000 – 2019\*  Supreme Court: 2000– 2019\*  Custodial stays (TOMS):  Coverage varies by cohort:  Adults: 2008 – 2019\*  Juveniles: 2001 – 2019  Adult community corrections (CBIS)  Coverage: 2008 – 2019\*  Youth justice services (TOMS)  Coverage: 2000 – 2019 |
| ***Police*** | Offences (IMS)  Coverage: 2007 – 2019  Move‑on notices (IMS)  Coverage: 2005 – 2019  Police prosecutions (Briefs Data)  Coverage: 2001 – 2019  Police custody (Custodial Management Application)  Coverage: 2004 – 2019 |
| ***Births and Deaths*** | Birth registrations  Coverage: 1990 – 2019  Death registrations  Coverage: 1990 – 2019 |
| ***Health*** | Emergency Department Data Collection  Coverage: 2002 – 2019  Hospital Morbidity Data Collection  Coverage: 1990 – 2019  Midwives Notification System  Coverage: 1990 – 2019  Cause of death (requires NCIS approval)  Coverage: 1990 – 2019  Ambulatory mental health care (MHIS)  Coverage: 1990 – 2019  Note: Please discuss request process with Department of Health |
|  |  |
| **Note:** Variable lists for each dataset are available from the Department of Treasury. If you do not have approval to access all available variables in a dataset, please attach a variable list for each dataset of interest before submitting this document. | |

Sensitive variables

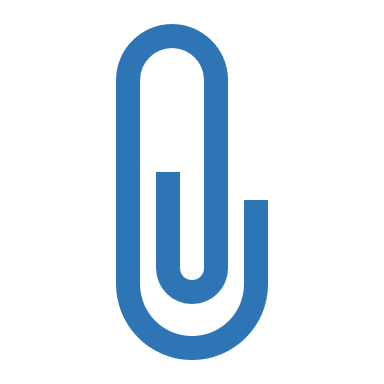
**Agency identifiers** (restricted to government users)

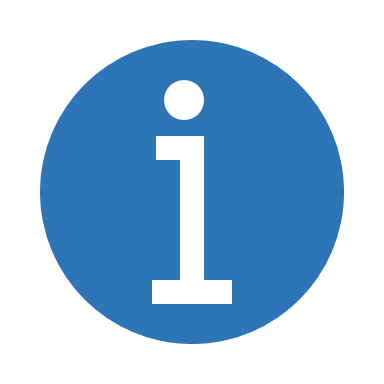
Are you requesting agency identifiers (e.g. client numbers) for any of the above datasets? If so, please note the relevant datasets below, and explain how the identifiers will be used.

Yes  No

Details:

Click or tap here to enter text.

If you have received approval to view identifiers for a given dataset, please ensure that this is explicitly stated in the approval document you provide from the relevant agency.

****Government users may request agency identifiers where they wish to flag a certain cohort in the SIDR – for instance, people who have received a particular service or program. Agency identifiers are not visible by default to minimise risk of re‑identification and unauthorised linkage, should an approved user breach the Default Terms and Conditions of SIDR Access.

Please note that agency identifiers are not available for the birth records, death records, or datasets provided by the Department of Health (including the ambulatory mental health care dataset).

|  |
| --- |
| Section 8: Conflicts of Interest |

|  |  |
| --- | --- |
| Potential conflicts of interest include, but are not limited to a researcher:   * Being an employee of a Partner Agency; * Being employed or affiliated with current or potential service providers; * Having previously had personal or family relationships with staff or clients involved in, or the subject of, the proposed project. | |
| Please indicate whether any researchers identified in this application have a potential conflict of interest | Choose an item. |
| Details of conflict of interest | Click or tap here to enter text. |
| How conflicts will be managed | Click or tap here to enter text. |

|  |
| --- |
| Default Terms and Conditions for SIDR Access |

While Partner Agencies are primarily responsible for setting the terms and conditions for use of their data in the SIDR, below are the default conditions all applicants are required to adhere to. If there are additional users beyond the Project Lead, they will also be required to agree to the same conditions, and additional forms can be provided on request.

If granted access to Partner Agency data in the SIDR:

* I will comply with all terms, conditions, or requirements imposed by the relevant Partner Agencies that have approved my access to the data, including terms included in agency codes of practice.
* I will not use the data for any purpose beyond that approved by the relevant Partner Agencies.
* If I have been granted direct access to data (e.g. via the secure analytical platform or any approved extract of person‑level data), I will make all reasonable efforts to protect the data and my access credentials from loss, unauthorised use, access, modification or disclosure.
* If I have been granted direct access to data (e.g. via the secure analytical platform or any approved extract of person‑level data) for a limited period, I will not attempt to use the data after the access period expires, and will comply with any Partner Agency requirements to destroy data in my possession where applicable.
* I will not share the data, nor my access credentials, with a person not approved by the relevant Partner Agencies.
* I understand that Partner Agencies can withdraw access to their data in the SIDR and that I have no course of action should this occur.
* I will not share the data for purposes such as compliance, law enforcement or commercial gain.
* I will not attempt to re‑identify an individual in the data or attempt to link the data with another dataset, except with the explicit approval of the relevant Partner Agencies.
* I will not publish or circulate any data, or findings derived from the data, from which the identity of an individual is apparent or can be reasonably ascertained, except with the explicit approval of the relevant Partner Agencies.
* I will not attempt to link or merge the data with any other person‑level datasets, except with the explicit approval of the relevant Partner Agencies.
* I will immediately notify the Department of Treasury and relevant Partner Agencies if I become aware of any loss of, misuse of, or unauthorised access to SIDR data.
* I will present the project to the Department of Treasury and relevant Partner Agencies prior to the commencement, close‑out, and at regular intervals of the project timeframe.
* I will provide the Department of Treasury and relevant Partner Agencies with draft outputs 14 days prior to publication or circulation, to allow sufficient time for feedback on the accuracy of any statements regarding the SIDR.

|  |
| --- |
| Project Lead  I agree to comply with the requirements detailed above. |
|  |
| SIGNATURE |
|  |
| PRINT NAME AND ORGANISATION |
|  |
| DATE |

|  |
| --- |
| **Organisation Lead**  Source of authorisation, per Section 2 (e.g. Head of Agency, or Head of School) |
| My organisation acknowledges the requirements detailed above, and will take all reasonable steps to ensure that individual data users comply with the requirements. |
| SIGNATURE |
|  |
| PRINT NAME AND ORGANISATION |
|  |
| DATE |