**AEDC Data Application** **Checklist for Data Applicants**

The Data Management Agency (DMA) carefully considers applications for AEDC data against Application Assessment Guidelines and assigns a risk rating (low, medium or high) against the criteria. If you receive a rating of ‘*medium*’ or ‘*high*’ on any of the criteria, you will be asked to revise your application to reduce the risk.

This checklist will increase your chances of a successful outcome to a data application. Please consider the following items prior to submitting your application You should answer “yes” to each item.

|  |  |
| --- | --- |
| **Project information** | **Yes** |
| Have you determined if you require [microdata](https://www.aedc.gov.au/resources/detail/microdata-application-form) or [macrodata](https://www.aedc.gov.au/resources/detail/macrodata-application-form) and completed the correct application form? | [ ]  |
| Is your project an appropriate use of AEDC data according to section 3.1 of the AEDC Data Guidelines?  | [ ]  |
| Where a similar application has been submitted previously and rejected, have you addressed any feedback in this application and clearly described the changes?  | [ ]  |
| Are the requested demographic variables congruent with the project’s requirements? | [ ]  |
| Have you clearly defined your analysis techniques for the requested variables? | [ ]  |
| Have you clearly identified the project risks and risk management strategies? | [ ]  |
| Are your plans for the public release of project results compliant with the AEDC Data Guidelines? | [ ]  |
| Has the project’s ‘*public good or benefit’* been assessed against the potential privacy impact by a committee properly convened for this purpose? | [ ]  |
| Have you considered relevant legislation (all relevant levels of government), particularly in relation to privacy and the handling of personal information? | [ ]  |
| Does your institution have suitable capacity, infrastructure, and security to accommodate and manage the data and satisfactory data security, retention, and destruction plan(s) in place? | [ ]  |
| **HREC approval** |  |
| Does the project have all necessary Human Research Ethics Committee (HREC) approvals OR have you submitted an application to an HREC and are awaiting approval? | [ ]  |
| Where HREC approval is not required (in accordance with the NHMRC National Statement on Ethical Condict in Human Research), have you included proof of this? | [ ]  |
| **AEDC data about Aboriginal and Torres Strait Islander children** |  |
| Does your project abide by the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research?  | [ ]  |
| If you intend to disclose previously unpublished AEDC data about Aboriginal and Torres Strait Islander children, do you have ethical clearance from AIATSIS (or another research committee with adequate cultural capabilities)?  | [ ]  |
| **Geospatial settings** |  |
| Are you requesting, or linking AEDC data to, geospatial variables no smaller than SA2 level or equivalent? | [ ]  |
| Have you provided justification for the provision of geographical variables? | [ ]  |
| **Unique demographic records** |  |
| Does the requested dataset exclusively contain demographic variables that are strictly necessary to the proposed analysis? | [ ]  |
| **Publication and reporting** |  |
| Do you understand your reporting obligations as per section 5.4 of the AEDC Data Guidelines? | [ ]  |
| Does your publication and presentation plan detail that you will submit all materials for publication to the AEDC DMA prior to publication, noting (if relevant) the 12-business day National Committee period outlined in 7.4.2 of the Data Guidelines? | [ ]  |
| Does your publication and presentation plan adhere to AEDC publication rules?  | [ ]  |
| **Data Linkage** |  |
| If applying for data linkage, is linking other data to the AEDC essential for the project? | [ ]  |
| Have you clearly defined how you will achieve the separation principles for data linkage? | [ ]  |
| **Data Elements** |  |
| Are the requested variables relevant to the research project?  | [ ]  |
| If you have requested individual instrument items, have you provided valid justification for these items (i.e. ATSI status, Special Needs status etc.)?  | [ ]  |
| **Data Security** |  |
| Does your data storage plan meet the conditions outlined in 5.3 of the AEDC Data Guidelines? | [ ]  |
| Do your nominated Data Users understand their roles and responsibilities as per section 5.1 of the AEDC Data Guidelines? | [ ]  |
| Do your data disposal/destruction details meet the conditions outlined in 5.4.3 and 8.1 of the AEDC Data Guidelines? | [ ]  |
| **Declaration and signatures** |  |
| Have you agreed to the terms of the declaration in the application form?  | [ ]  |
| **Potential for release of Identified Information** |  |
| Does your application state that individuals will not be identified or made public during the project? | [ ]  |

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If you have answered ‘No’ to any of the above, then please revise your application accordingly before submission.

If you have any questions about submitting your application, contact the AEDC Support Inbox support@aedc.gov.au or call 1800 092 548.

All data applications should be submitted to the AEDC Support Inbox: support@aedc.gov.au.