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| Instructions | **Internal Reference Code** |
| Click here to enter text. |
| * This form is to be used by government agencies to request access to AEDC data or data products not covered under an existing agreement. Please note a fee may apply to this request.
* Refer to the AEDC Data Guidelines when completing this application.
* Prior to submitting an application, organisations that have received AEDC data under an existing agreement should contact their organisations AEDC Authorised Data User to seek access to the required data to avoid incurring any unnecessary fees.
* Email completed form to support@aedc.gov.au as a Word document. The ‘Declarations and Signature’ page (section 9) can be scanned and provided separately.
 | For any queries, contact:**AEDC Data Management** E**:** support@aedc.gov.auPh: (03) 9114 1555 |

## **Applicant details**

The person shown here will be the main contact that the Data Management Agency (DMA) or the Department will liaise with in relation to the application. If the macrodata application is approved the ‘applicant’ will become the Authorised Data User and ultimately be responsible for the AEDC data in accordance with the AEDC Data Guidelines. Where the applicant is not the intended Authorised Data User, please nominate the appropriate person in the relevant section below.

The personal information in this form will be collected by the Australian Government Department of Education (Department) and its contracted service provider as part of the proper administration of the AEDC. If this personal information is not collected, it will not be possible [to process this application].

The Department and its contracted service provider may disclose the relevant personal information (to each other and to other Commonwealth agencies and third parties) if required for the proper administration of the AEDC and will protect the personal information in accordance with the Privacy Act 1988 (Cth). The personal information will not be disclosed to any overseas recipients.

To find out more about how to access or correct personal information, or make a complaint, see the Department’s Privacy Policy.

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| --- | --- | --- | --- | --- | --- |
| **Title** | Click here to enter text. | **Surname** | Click here to enter text. | **First Name** | Click here to enter text. |
| **Job Title** | Click here to enter text. |
| **Project role** | Indicate the role the applicant will play in the project (e.g. project manager, data manager etc.). |

|  |  |
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| **Nominated as the Authorised Data User** | [ ]  **Yes** |
| [ ]  **No** | **If no, nominate the Authorised Data User** | Name of nominated Authorised Data User if not the applicant. Provide details in the additional applicant section.  |

|  |  |
| --- | --- |
| **Email** | Click here to enter text. |
| **Phone** | Click here to enter text. |
| **Organisation** | Click here to enter text. |
| **ABN** | Click here to enter text. |
| **Postal Address** | **Billing Address** | **Street Address** (If required) |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

## **Existing AEDC access agreement**

Specify any data access agreements with the Australian Government Department of Education which cover use and access to AEDC data.

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| **Existing AEDC data access agreements**  | **Yes** | [ ]  | Please provide details of agreement.  |
| **Not applicable** | [ ]   |

## **Project overview**

Provide a brief overview of the project using plain English with no jargon. For projects that are releasing results publicly the information in this section will be used to provide a summary of the research on the AEDC website. Please inform the DMA if you do not wish to have this information published on the AEDC website.

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| --- | --- |
| **Project title** | The research project’s official title. |
| **Project description** | Describe the project without the use of complex language or jargon (300 words max.) |

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| --- | --- | --- | --- | --- | --- |
| **Geographic Area study covers**(Tick all that apply) | [ ] ACT | [ ] NSW | [ ] NT | [ ] QLD | [ ] SA |
| [ ] TAS | [ ] VIC | [ ] WA | [ ] National (includes all areas) |

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| **Start date** | Preferred date for project commencement.  | **End date** | Projected anticipated completion date (no later than the date ethical clearance concludes). |

## **Data Requirements**

### Collections

Select which collection(s) are required.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2009** |[ ]  **2012** |[ ]  **2015** |[ ]  **2018** |[ ]  **2021** |[ ]  **2024** |[ ]  **ALL** |[ ]

While the AvEDI for each collection is slightly different, they have been made consistent and comparable for the purposes of data analysis.

### Data tables/profile information

Describe the data that is required. Refer to the AEDC Data Guidelines and the [AEDC Data Dictionary](http://www.aedc.gov.au/resources/detail/aedc-data-dictionary) for further assistance in identifying the correct data. Mock-ups of requested tables and data layouts must be submitted (attachments must be in Excel format).

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| **Data requirements** | Detail the data tables or profile information requirements. |
| **Attachments** | Detail any attachments provided (if any). |

## **Publication and reporting**

Provide details about the intended publication and reporting aims of AEDC data and results. In this context, ‘publication’ or ‘reporting’ means the circulation of AEDC data beyond the Authorised and Permitted Data User(s) as outlined in the AEDC Data Guidelines.

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| **Will data or results of analysis be published?**  |[ ]  **Yes** | Provide details of how they will be made public (e.g. publication in journals, presentation at conference or public forums, etc. |
|  |[ ]  **No** | Provide details of how they will not be made public (e.g. internal reporting and briefing notes, etc. |
| **Publication and presentation plan** | List all planned publications and presentations and include a description and estimated publication date, noting the Publication Rules in the AEDC Data Guidelines. |

## **Project Risks and Risk Management**

Detail potential risks associated with the following categories and what mitigation and/or management steps will be implemented to address them.

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| --- | --- |
| **Risk of re-identification and/or disclosure of sensitive information**  | Explain any potential risks associated with re-identification and/or disclosure of personal, sensitive and/or health information or any activities that could result in any type of re-identification or disclosure. Explanation of how each risk will be responded to, minimised and managed. Researchers should also indicate how the benefits of the research will outweigh any identified risks. |
| **Risks associated with project team’s access and handling of the data** | Explain any potential risks associated with project team’s data access, handling and usage of the data. Particularly explain any possible personal, social, economic or legal harm that could result (directly or indirectly) during the project’s life.Explanation of how each risk will be responded to, minimised and managed. Researchers should also indicate how the benefits of the research will outweigh any identified risks. |
| **Risks associated with dissemination and/or publication of findings**  | Explain any potential risks associated with dissemination and/or publication of both positive and negative findings from any AEDC data analysis.Detail any potential harm to children, teachers, schools, or communities associated with the publication of AEDC results (with reference to any identified risks).Explanation of how each risk will be responded to, minimised and managed. Researchers should also indicate how the benefits of the research will outweigh any identified risks. |

## **Data Security**

Provide details of how AEDC data will be securely stored, protected from unauthorised access, misuse or loss, and how the data will be securely destroyed at the conclusion of the project. Further information can be provided as an attachment.

|  |  |
| --- | --- |
| **Data Storage** | Where and in what format will the AEDC data be stored during the project? Detail all secure storage arrangements. Include details of all storage locations, including any off-site locations (e.g. research institution or organisational electronic file repositories). |
| **Data Usage** | Describe the measures that will be used to protect AEDC Data from unauthorised access, misuse or loss. Detail all security measures, including password protection, procedures for ensuring that data access is restricted to the research team, data security training and any project specific data handling and security protocols should be detailed in this section. |
| **Data Disposal** | Describe how the AEDC data will be securely destroyed at the conclusion of the project. |

##  **Additional applicants**

On approval of an applicant, any applicants of other than the nominated Authorised Data User will become Permitted Data Users. All Data Users, including the Authorised Data User and Permitted Data Users, are required to comply with the AEDC Data Guidelines. The DMA must be informed of any changes to applicant details following application approval (refer to section 5.4 of the [AEDC Data Guidelines](http://www.aedc.gov.au/aedc-data-guidelines) for further information). If there are more additional applicants, please provide their details as a separate attachment.

### Additional applicant 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | Click here to enter text. | **Surname** | Click here to enter text. | **First Name** | Click here to enter text. |
| **Job Title** | Click here to enter text. |
| **Project Role** | Indicate the role the applicant will play in the project (e.g. Chief researchers, project manager etc.). |
| **Nominated as the Authorised Data User** | [ ]  **Yes**  |
| [ ]  **No**  |
| **Same organisational details as Applicant** | [ ]  **Yes**  |
| [ ]  **No**  | **If no, provide details below.** |
| **Organisation** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **Phone** | Click here to enter text. |
| **Postal Address** | **Street Address** (If required) |
| Only provide if organisation is different to the Applicant. | Click here to enter text. |

### Additional applicant 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | Click here to enter text. | **Surname** | Click here to enter text. | **First Name** | Click here to enter text. |
| **Job Title** | Click here to enter text. |
| **Project Role** | Indicate the role the applicant will play in the project (e.g. Chief researchers, project manager etc.). |
| **Email** | Click here to enter text. |
| **Phone** | Click here to enter text. |
| **Same organisational details as Applicant** | [ ]  **Yes**  |
| [ ]  **No**  | **If no, provide details below.** |
| **Organisation** | Click here to enter text. |
| **Postal Address** | **Street Address** (If required) |
| Only provide if organisation is different to the Applicant. | Click here to enter text. |

## **Declaration and Signatures**

I/we, the applicant(s):

1. certify and acknowledge that the information given is true and correct and that in making a false or misleading statement, could be penalised through the immediate cancellation of this application’s approval and the withdrawal of access to AEDC Data
2. understand that the personal information in this form will be collected by the Australian Government Department of Education (Department) and its contracted service provider as part of the proper administration of the AEDC. If this personal information is not collected, it will not be possible [to process this application].
3. are applying in my/our capacity:
	* as a public servant of an Australian Government agency or department, state or territory agency or department, or local government agency or department and am not employed or engaged by a university
	* as an independent researcher from a service provider contracted by an Australian Government agency or department, state or territory agency or department, or local government agency or department to fulfil contractual obligations.
4. have read and understood the AEDC Data Guidelines and agree to comply with its requirements
5. agree to undertake the responsibilities outlined in the AEDC Data Guidelines as the nominated Authorised Data User and Permitted Data User(s)
6. will ensure that the use of AEDC data and the research project is conducted in accordance with:
	* any legislation relevant to the proposed project
	* the National Statement on Ethical Conduct in Research
	* the ethical and research arrangements of the organisations involved in the project
	* Commonwealth and relevant State/Territory law
	* privacy and confidentiality requirements as required by law
7. will not link AEDC Data with data from other sources not shown in this application
8. will store all AEDC Data in any form (including CD-ROMs, DVDs, files or printout with unit records) securely
9. will return or destroy all copies of or extracts of AEDC data and provide certification or other suitable evidence to the DMA of this action upon completion of the project
10. will comply with any information access, renewal processes and/or any request from the DMA or the Department to review arrangements concerning storage and use of AEDC data
11. certify and acknowledge that the applicant(s) and individuals involved in the research project (whether named in this application or not) will:
	* use the AEDC data only for the purposes of statistical analysis and/or research and for the project as outlined in this application
	* not disclose information that could reasonably result in the identity of an individual student, teacher, school or community member being directly or indirectly ascertained
	* not disclose or allow access to AEDC data to anyone who has not been authorised in accordance with the AEDC Data guidelines
12. warrant that, each Authorised Data User and Permitted Data User(s):
	* have no conflict of interest or is one likely to arise while in receipt of Confidential Information
	* will not permit any situation to arise or engage in any activity that may result in a conflict of interest with the Organisation’s receipt of Confidential Information
13. will immediately inform the DMA if the project experiences a serious or adverse event, a breach of the proposed data security or storage procedures or there is a significant unforeseen event that could affect the ongoing viability of the project.

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| **Applicant** | **Authorised Data User\*** |
| Name | Name |
| Sign | Sign |
| Date | Date |

\*If the Applicant and Authorised Data User is the same person, this form should be counter-signed by one of the additional applicants who will have a senior role in the project.