Data Request Process

1. Client completes data request form
2. Is the request approved through relevant schedule?
   - No → Client seeks approval from data owner/data custodian
   - Yes → Is the request for summary or unit record data?
     - No → Is approval granted?
       - No → No data can be provided
       - Yes → Data custodian or delegate provides data
     - Yes → Can additional approvals be sought?
       - No → Client requests approval from data custodian/delegate
       - Yes → Is the request for summary or unit record data?
         - No → Is approval granted?
           - No → No data can be provided
           - Yes → Data custodian or delegate provides data
         - Yes → Could someone reasonably identify an individual in the data?
           - No → Data custodian or delegate completes the request in line with restrictions identified by the data custodian
           - Yes → Data cannot be provided
3. Request is for identified student data
4. The Authorised Officer completes the OCF Request for Student Data form
5. The Authorised Officer sends the completed form to the data custodian or delegate
6. The data custodian or delegate completes the data request
7. The data custodian or delegate provides the data to the Authorised Officer
8. Data cannot be provided
9. Request is for research purposes
10. Client completes the Request for Data for Research Purposes form
11. The Authorised Officer completes the OCF Request for Student Data form
12. The Authorised Officer sends the completed form to the data custodian or delegate
13. The data custodian or delegate completes the data request
14. The data custodian or delegate provides data to the Authorised Officer
15. Data cannot be provided