Data Access Protocol

Contents

Background

The Data Access Protocol provides operational guidelines to support the Data Access Policy. The Data Access Protocol recognises that the *Information Act* (NT) outlines that public sector organisations should make information, where possible, available to the public. The *Information Act* also states that a public sector organisation must take reasonable steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure.

Purpose and Overview

The Data Access Protocol covers all data that is held by the department including the information that is stored in the data warehouse, its associated datamarts, data sets and reports as well as data that currently sits outside the data warehouse.

The department periodically undertakes data collections and extracts from the department's operational systems. This data provides:
* support to local and national decision making
* reporting against high level educational agreements such as the National Education Agreement, and National Partnerships
* ad-hoc and periodic reporting to internal and external clients.

The Data Access Protocol provides guidelines and processes, for data owners, data custodians and internal and external clients, to manage access to and use of data and information held by the department. The Data Access Protocol also manages data security and any risk associated with access to information held by the department while maximising the potential for improved student outcomes in educational programs and enhancing strategic and operational data driven decision making.

The Data Access Protocol exists alongside the Data Access Policy and other agreements which relate to more specific data and/or data sources for example National Schools Statistical Collection (NSSC) and Early Childhood Education and Care (ECEC).

The Data Access Protocol:

* provides a streamlined and consistent process for the delivery and use of requested data including:
    * published information
    * summary level data
    * unit record data
    * legal purposes (including requests from the Office of Children and Families and Police etc.)
    * linked data
    * pre-published data
    * research purposes
* assists in timely delivery of data

Benefits

The benefits the Data Access Protocol provides are:

- protection of personal and sensitive information as required under the *Information Act*
- reassurance for data owners of robust management of the department's data
- an assurance that consistent and standard processes are used for provision of data held by the department.

General Principles

Information collected and stored by the department's employees and those acting on behalf of the department, is the property of the department. It is a corporate resource that is utilised wherever possible to support the department's strategic agenda and to improve student outcomes in educational programs and enhance strategic and operational data driven decision making as well as to meet obligations as an agency in the NT Public Sector. In addition to this and the Information Privacy Principles (IPPs), this protocol also adopts the principles[1] that underpin the national framework for reporting on schooling. Where information is collected on behalf of another data owner, the department will become the data custodian.

1. Reporting should be in the broad public interest.
2. Reporting on the outcomes of schooling should use data that is valid, reliable and contextualised.
3. Reporting should be sufficiently comprehensive to enable proper interpretation and understanding of the information.
4. Reporting should involve balancing the community's right to know with the need to avoid the misinterpretation or misuse of the information.
5. Schools require reliable, rich data on the performance of their students because they have the primary accountability for student outcomes.
6. Parents and families need information about schooling, including data on the performance of their child, schools and systems, to help them to develop informed judgements, make choices and engage with their children's education and the school community.
7. The community should have access to information that enables them to understand the performance of schools and the context in which they perform and to evaluate the decisions taken by governments. This ensures schools are accountable for the results they achieve with the public funding received and governments are accountable for the decisions they take. The provision of school information to the community should be done in such a way as to enhance community engagement and understanding of the educational enterprise.
8. School systems and governments need sound information on school performance to support ongoing improvement for students and schools. They also need to monitor and evaluate the impacts of the use and release of this information to improve its application over time, and to assess and address the outcomes for schools and their students resulting from the public release of this data.

Data is collected by the department on behalf of other organisations, under these circumstances there is a shared data management role between that organisation and the department. The department will begin warehousing data from non-government schools in 2013, as this occurs, a policy outlining the use and provision of this data will be developed and approved by the appropriate non-government authority. Any requests for data that do not fit the agreed use must have approval sought from the data owner.

---

[1] Principles and protocols for reporting on school in Australia (June 2009)

Privacy of Individuals

The *Information Act* states that a public sector organisation must take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

In accordance with IPP 2 the department uses personal information for the purpose for which it was collected and takes reasonable steps to acquire consent for disclosure to third parties. Personal information is only used or disclosed for another purpose if that purpose is related to the primary purpose and the person would reasonably expect the information to be used or disclosed or the individual has consented to the use or disclosure.

The department may also use or disclose personal information for any other purpose if it is required or authorised by law or the use or disclosure is believed necessary to prevent a threat to an individual's or the public's health and safety.

Schools, Communities and Organisations Data Provision

Public Information

Access to information that has been formally released and published in the public domain will be freely available. Enrolment and Attendance information is regularly published on the Department's Website. ACARA's My School Website also displays various information including enrolments, attendance, NAPLAN results and more for all schools across Australia.

Provided that individuals cannot be identified, the department may provide information at the school, community or organisation level in all cases excluding:

- Australian Early Development Index (AEDI) data – in accordance with the AEDI Data Protocol, disaggregated information will only be released where the data are assessed to a suitable level of confidence and validity.

- Non-government school level data – may be provided internally to department staff where it is required to fulfil the duties of their position. It may also be made available to external clients where the purpose was disclosed upon collection. In all other scenarios, permission must be sought from the data owner or delegate to release non-government school level information. Notification of the data provision must be provided to the data owner whenever data is provided externally.

Summary Level Information

Summary level information will be provided with a level of aggregation such that the identity of individuals cannot be reasonably identified from the dataset alone or from a combination of other readily available datasets. All summary level reports will be assessed to ascertain whether there are any potential identification risks prior to release.

De-identified Unit Record Data

De-identified data is unit record data that has had any identifying information removed prior to being released. This is done to avoid identification of an individual.

Identified Unit Record Data

The department will not provide identified unit record data unless one of the following is true:

- it is the primary purpose for collecting the data
- the secondary purpose is directly related to the primary purpose and the individual would reasonably expect the department to use or disclose the information for the secondary purpose; for example data quality purposes
- the individual consents to the use or disclosure of the information
- the use or disclosure is required or authorised by law

The department may consider providing identified unit record data for research or compilation or analysis of statistics **in the public interest** if the following apply:

- the research, compilation or analysis will not be published in a form that identifies the individual
- it is impracticable for the organisation to seek the individual's consent before the use or disclosure
- in the case of disclosure – the organisation reasonably believes the recipient of the information will not disclose the information

Please see the section in this document on data requests for research purposes for more information on access to identified data for research purposes.

On provision of unit record level data, the privacy of individuals must be maintained for reporting. In order to ensure that confidential data is not released consideration should be given to:

- differencing – where two datasets are compared to generate a third dataset for example a report on enrolments in a school and a report on Indigenous enrolments for the same school, students may not be identifiable in these two reports but by subtracting one from the other student information may become identifiable for non-Indigenous students.
- small cell size – where small numbers are present in the data it may be appropriate to suppress the cell or round numbers so that the privacy of the individuals is maintained for example staff data for a business area that only has two staff members
- population groups – aggregates that disclose information about each individual in a group in a population should not be released for example where a table shows that all students at a school are in a low NAPLAN band

Data must be stored in a secure location to prevent unauthorised or accidental access, modification, loss, damage or copying.

Protocol for Data Requests

Management of Requests for Access to Data

All requests for data must be submitted to the data custodian or delegate. The process is:
1. The client contacts the data custodian or delegate to discuss options available (if applicable) and submits a data request to the data custodian or delegate. A list of contacts can be found at Appendix 3 and Data Request Form at Appendix 1.The data custodian or delegate reviews the request and ensures it meets the guidelines contained within this document and the data requested is available.
2. The data custodian or delegate advises the client of the expected turnaround time and any issues in providing the data requested.
3. The data custodian or delegate provides the data to the client within the timeframes stated with any relevant caveats around the data.

Note: For requests for non-government data outside the agreed scope additional approval will be required.

Requests for legal purposes

The department may use or disclose personal information for any purpose if it is required or authorised by law. Legal Services unit can provide advice following a request for data for legal purposes including requests from the Police or legal representatives wanting access to a student's personal information.

Requests from the Office of Children and Families

An authorised officer of the Office of Children and Families may request identified student data under the *Care and Protection of Children Act*. An *OCF Request for Student Data* form (see Appendix 2) needs to be completed by the authorised officer to enable supply of this data.

Requests for linked data

The data warehouse offers a secure process by which data linkage can be facilitated to avoid disclosing identifiable unit record level data. For requests of identified data for the purpose of linking to external data sets, the guidelines set out under the identified unit record data section within this document apply.

Prior to approval, consideration will be given to
- whether the request is for summary or detailed information
- whether ethics or other approvals have been attained
- Ensuring the data is fit for purpose and that the outcome will appropriately represent the context or situation. For example a large number of students from urban areas may be able to be linked, but only a few from remote areas. Depending on the purpose of the request this could be acceptable if the purpose was to report on students in urban areas only but may be inappropriate if it was going to be representative of the Northern Territory.

Requests for official data

As a general rule, school related data will not be provided prior to official publication. Refer to Appendix 3 for details of data publication. Other data may be provided on request.

School related data will be made available prior to publication to:
- Principals and SAMS operators for validation of government schools data
- Principals and peak bodies for Catholic and Christian schools
- Principals for Independent schools
- Department officers for internal purposes of planning and analysis work in accordance with the duties of their position; and
- meet national and local reporting requirements

Data requests for research purposes

All applications to conduct research must first be approved by the department Research Approval Group. If in principal approval for the research is given, the guidelines set out under the identified unit record data section within this document apply.

The department may consider providing identified unit record data for research **in the public interest** if the following apply:
- the research, compilation or analysis will not be published in a form that identifies the individual
- it is impracticable for the organisation to seek the individual's consent before the use or disclosure
- in the case of disclosure – the organisation reasonably believes the recipient of the information will not disclose the information

It is at the department's discretion as to whether information is provided for research.

A *Request for Data for Research Purposes* form (see Appendix 4) must be completed and submitted to the appropriate data custodian prior to provision of data.

Data access approval process

The process followed by the department when determining whether data can be provided is outlined in Appendix 5.

These rules are subject to the data owner and/or data custodian being satisfied that the requesting person or organisation has a valid need for the level of data requested.

Data access refusal

If data is refused the data custodian will provide the reason for refusal. In some cases data may be provided at a higher level of aggregation than that requested.

Business Intelligence Centre (BIC) Access

All departmental staff are provided with automatic access to BIC based on their ePass credentials for example Principals are provided access to data for their school. When staff members change roles within the department and update their details in ePass any additional access that was granted as part of their previous role will be removed. If the additional access is still required in their new role, the staff member will need to reapply for that level of access.

The information available through the BIC is confidential, and is only to be used by authorised employees of the department as required to perform their duties. Information obtained through the BIC is subject to legal and/or other professional privilege. This information is to be used in accordance with the Privacy Principles as scheduled in The NT *Information Act*, the Data Access Policy, protocols listed in this document, and all other applicable regulations. This information is not to be used for any other purpose, nor can it be disclosed to any third party without permission of the data owner or data custodian.

For access to BIC above the standard level, users need to complete the *Request for Additional Access to the Business Intelligence Centre (BIC)* form (see Appendix 6). Performance and Data Management act as a data custodian when granting access to student data. All other requests for additional access must be approved by the data owner, data custodian or delegate (as per Appendix 3). Access to identified unit record level data held in the warehouse for non-government schools must be approved by the data owner.

Data Delivery and Quality

Timeliness

There are a number of factors that can affect the time it takes to provide data for ad hoc requests. Performance & Data Management have a standard two week turnaround on ad hoc data requests. This can vary depending on the workload of the unit, the availability of the data requested and the complexity of the request. Data requested through other business units may have different turnaround times on ad hoc requests.

Departmental staff are able to readily access a comprehensive range of data through the following data sources:
- Business Intelligence Centre (BIC) which provides schools and corporate users with access to data held in the corporate systems relating to schools, students and staff. Standard reports in BIC are able to be developed if data is required on a regular basis.
- BIC Sharepoint
  - School Facts provides real time summary statistics by school including enrolment and attendance, NAPLAN, NTCF, staff data and more.
  - Fast Facts provides summary statistics for NT government and non-government schools.

Once a request has been received the data custodian or delegate will advise the expected turnaround time. If data is required more urgently, the request will be considered on a case by case basis.

Data Quality

The department will take all steps reasonably possible to ensure quality and accuracy of data. If there are known data quality issues with the requested data, the department will endeavour to notify the client at the earliest point reasonably possible and will provide appropriate caveats on the data provided.

Appendix 1

Data Request Form

Name: _____ **Phone:** _____

Workplace: _____ **E-mail:** _____

Role: _____ **Data Required by**[*]: ____/____/____

Data Request

Data type requested:

e.g. enrolment, attendance, NAPLAN, staff, finance etc. _____

Please describe what data is required: _____

Time period requested: e.g. 2012, 2011 etc. _____

Level of disaggregation: *Please circle any that apply.*

Note: not all options are available for every data set.

Year	Term	Collection	Week	Pay Period

Other disaggregation: *Please circle any that apply.*

Not all options are available for each data set – *refer* Appendix 3.

Government / Non-Government	Individual / School / Group School / Region	Provincial / Remote / Very Remote
Indigenous / Non-Indigenous	Stage of School / Collection Level / Year Level	Female / Male

Any other disaggregation: _____

Any other information: _____

Purpose and Disclosure

Please outline the purpose of this request e.g. What is the data being used for? _____

Will the data be published or provided to a 3rd Party?   No ☐   Yes, please provide details ☐ _____

Requesting Officers Signature: _____ Date: ____/____/____

PaDM internal use only	Request actioned by:	
	Bug ID #	Date Actioned: ____/____/____

---

[*] Performance & Data Management have a standard two week turnaround on ad hoc data requests.

DEPARTMENT OF **EDUCATION AND CHILDREN'S SERVICES**

Appendix 2

OCF Request for Student Data

Requesting Officer Name: _____

Requesting Officer Position: _____

In accordance with section _____ of the *Care and Protection of Children Act ("the Act"),*
Section of Act

I request the following information in relation to _____
Full Name of Student

born on _____
Student's Date of Birth

I confirm that the information will be used for the following purpose/s:

_____

_____

_____

_____

I am an authorised officer under the Act (please tick to confirm): ☐

Please indicate what information you require about this student e.g. current enrolment records:

_____

_____

_____

_____

I understand that the department of Education and Children's Services may seek further clarification in relation to my request.

Requesting Officers Signature: _____

Date: _____

Managers Name: _____

Managers Signature: _____

Date: _____

PaDM internal use only	**Request actioned by:**	
	Bug ID #	**Date Actioned:** ____/____/____

Appendix 3

Appendix 3 gives an overview of the datasets held by the department. It lists the data owner, data custodian, delegate and reporting contact for each of the data sets as well as details of data availability and publication. Due to the amount of information in this table it has been provided in a separate document.

Appendix 4

Request for Data for Research Purposes

Applicant information

Name:

Organisation:

E-mail address:

Phone number:

Name of research:

Research Approval Group & Ethics Approval attached: ☐

Data Request

Please provide a detailed description of data required:

Time frame

Calendar years requested:

e.g. 2010 – 2012 etc.

Disaggregation: *Please circle any that apply. Note: not all options are available for every data set.*

Calendar Year	Semester	Term	Week	Collection

Data Disaggregation

Data Disaggregation: Please specify the level of detail required

System	School	Student

School details: *Please circle any that apply. Note: not all options are available for every data set.*

Government / Non-Government	Region / Group School
Provincial / Remote / Very Remote	

Student details: *Please circle any that apply. Note: not all options are available for every data set.*

Indigenous / Non-Indigenous	Stage of School / Collection Level / Year Level
LBOTE / Not-LBOTE	Male / Female
Age	

Any other levels of disaggregation required:

Rational for the data requested – link to research project:

Timing & Data Provision

Date data required:

Note: this will need to be negotiated with the appropriate the department business area

Is staggering expected? *Please circle*	Yes	No

Is a template being provided?

If no, please state the format required:

Use and Publication

Please state your level of proficiency in manipulating and using data.

Do you anticipate requiring assistance in using or interpreting the data?	Yes	No

What are the anticipated outputs?

Which anticipated outputs will the data inform or appear in?

Provide details of what is intended to be reported as

Actual data:

Summary findings:

Test results:

Provide details specifically relating to intended publications and whether the actual data would appear in those:

Storage

Where will the data be stored?

1. Prioritisation or denial of data provision is at the department's discretion and may be dependent on the workload of the unit, the availability of the data requested and the complexity of the request.

2. I agree to sign an agreement relating to the specific terms of use of data, including not sharing it with third party, nor attempting to match it with other sources outside the negotiated scope.

3. All pre-publication materials must be submitted for review by the department prior to seeking publication (featuring some of the data or related findings). No information can be released in any research output in which it may be possible to reasonable identify an individual.

4. The department must be notified of any changes to the list of researchers working with the data and any changes to the conditions imposed by ethics. The department must also be notified of any breach of any of the above conditions whether intentional or unintentional and regardless of who committed the breach.

5. If the department is informed or suspects non-compliance with the research-data agreement relating to use, access, output, diffusion or storage conditions it will notify the authorities in charge of the research, and any of the following responses may occur:
   - Immediate termination of access to datasets
   - Suspension and/or revocation of data access approval
   - Denial of any further access to data holdings (or other data holdings) of the department
   - Reporting of non-compliance to the researcher's home institution
   - Reporting of non-compliance to the Research Ethics Board that provided approval for the project
   - Reporting of non-compliance to all agencies that provided funding for the project,
   - Reporting of non-compliance to any organisations who have published findings from the study.

Requesting Officer's Signature:

Date:

PaDM Internal Use Only	
Approval Given by	
Limitations of data provision (if any)	
Where data provision is denied please include comments	

Appendix 5

Appendix 5 outlines the approval process undertaken by the department when data is requested. Due to the size of this flowchart it has been provided in a separate document.

Appendix 6
Request for Additional Access to the Business Intelligence Centre (BIC)

NOTE: *All the department staff are provided automatic access based on their EPASS credentials.*
Please check that you have the access you need first and complete this form only if you are requesting access to additional data.

Name:			
Position Title:			
School/Work Unit/Division:			
Email:		Phone:	

Information Use Statement

The information available through the Business Intelligence Centre, Data Analysis and Reporting is confidential, and is only to be used by authorised employees of the Northern Territory Department of Education and Children's Services as required to perform their duties.

Information obtained through Business Intelligence Centre, Data Analysis and Reporting is subject to legal and/or other professional privilege. This information is to be used in accordance with the Privacy Principles as scheduled in The NT *Information Act*, the department Information Release Protocols, and all other applicable regulations.

This information is not to be used for any other purpose, nor can it be disclosed to any third party without permission of the data owner. Please click here for the **Data Access Protocols**.

I have read and understand the above Information Use Statement, and agree to abide by the requirements contained therein.

Requesting Officer's Signature		Date	
ADDITIONAL access required *(what do you need to see eg student / school or region level)*			
Reason additional access is required:			

Endorsed by:

Principal/Manager's Name	
Principal/Manager's Signature	
Date	

Please fax forms to Performance and Data Management on 8999 5788

PaDM Internal Use Only **Approval Given by** **Date Access Provided** **Time Limited (if yes provide details): Y / N** **Where access is denied please include comments**	/ /

Appendix 7
Personal Deed of Confidentiality for an individual user

Now I, …………………………………………………………………… (*FULL NAME OF DATA USER*)

………………………………………………………………………….. (*POSITION*)

Of ………………………………………………………… .. (*NAME OF DEPARTMENT/ORGANISATION*)

make this Deed of Undertaking in favour of …………..…………………………………….. as principal
(*DATA CUSTODIAN*)

Data Custodian for ……………………………………………...…… data.
(*DATA TYPE*)

I HEREBY UNDERTAKE that, as a member of this organisation, I will:
1. Comply with the requirements for access to this data, including the principles and procedures contained in:
    a. The Data Access Protocol and
    b. The Data Access Policy
2. Use the information only for the purposes of statistical analysis and/or research
3. Comply with any information access renewal processes and any request by the department of Education and Children's Services to review arrangements concerning storage and use of data
4. Not attempt to identify individuals, including matching the information with any other information for the purposes of identifying individuals
5. Not disclose information on any particular individual or any information where the identity of a particular individual might reasonable be ascertained, to any other person or organisation
6. Not disclose or allow access to the data to anyone else within the organisation who has not also signed an *Individual Deed of Confidentiality*
7. Ensure that all data in any form (including (CD-ROMs, DVDs, files or printout with data) are stored securely, to prevent anyone without approval accessing them
8. Not attempt to access any data after I have left the organisation and return, destroy or otherwise deal will all copies of extracts from them
9. Dispose of the data and destroy all temporary files and others that do not need to be retained, encrypt all remaining files (needed for publication review purposes or for an approved extension of the work using suitable software) and notify the department in writing attesting that all raw data has been disposed of and that retained files have been encrypted, nominating the custodian of the encrypted data and where these encrypted files have been stored.

I ACKNOWLEDGE that:
1. A breach of the terms of the Deed of Confidentiality may result in the department of Education and Children's Services immediately withdrawing my and my Organisations access to the data and
2. This Deed of Confidentiality is to be construed in accordance with Federal and relevant State law.

Signed………………………………………………………………. (*DATA USER*)

Dated ………… day of…………………… 20……

Schedule 1 – Student Enrolment and Attendance Data

This schedule specifies the data access for information relating to student's enrolment and attendance data.

Data Owner:	Government & Independent Schools	Principal (each Principal is responsible for their school's data)
	Catholic & NTCSA Schools	Chief Executive Officer or Delegate
Data Custodian:	Senior Director, Performance & Data Management	

Data Source	Schools included	Years available
Enrolment & Attendance data set	Government & non-Government schools	1995 – current
Student Activity v2 data set	Government schools only (with SAMS)	2005 – 2010
Student Activity v3 data set	Government schools only (with SAMS)	2011 - current
Age Grade Student Census data set	Government & non-Government schools	2001[1] – current

User	Student Level Data Including Demographics or Individual Enrolment & Attendance Information	Group or School Enrolment & Attendance	Summary Enrolment & Attendance
Student	✔ (own data)	✔	✔
Parent or Guardians	✔ (own child's data)	✔	✔
Teacher	✔ (own student's data)	✔	✔
School Council	✖	✔	✔
Principal/Group School Principal	✔ (own school's data)	✔	✔
Director of School Performance (DSP)	✔ (own school's data)	✔	✔
Department staff (corporate)	❓ (must be approved by data owner and/or data custodian)	✔	✔
General Manager/Director	❓ (must be approved by data owner and/or data custodian)	✔	✔
Executive Director	✔	✔	✔
Chief Executive	✔	✔	✔

User	Student Level Data Including Demographics or Individual Enrolment & Attendance Information	Group or School Enrolment & Attendance		Summary Enrolment & Attendance
Non-government CEO or Delegate (NTCSA & CEO)	❓ (own sector's data)	❓ (own sector's data)		✔
Association of Independent Schools NT (AISNT)	❓ (must be approved by data owner and/or data custodian)	❓ (must be approved by data owner and/or data custodian)		✔
External organisations (including other departments)	❓ (must be approved by data owner and/or data custodian)	Non-government schools ❓ (must be approved by data owner and/or data custodian)	Government schools ✔	✔
General public	❌	Non-government schools ❓ (must be approved by data owner and/or data custodian)	Government schools ✔	✔

These rules are subject to the data owner or custodian being satisfied that the requesting person or organisation has a valid need to the level of data requested.

Student Level Data – This includes demographic details about an individual student e.g. age, gender, Indigenous status, language background, parent background as well as the enrolment and attendance history of an individual student/s or the enrolment & attendance history of a group of students or school where students may be identifiable.

Group or School Enrolment & Attendance – This includes the enrolment and attendance history of a school or group of students where individuals cannot be reasonably identified e.g. a year level in a large school.

Summary Enrolment & Attendance – This includes the enrolment and attendance history at an aggregated level e.g. by geolocation or sector where individuals cannot be reasonably identified.

✔	Yes, allowed
❓	May be allowed, provided correct approvals are obtained – see additional notes in table.
❌	No, not allowed

[1] Data collected prior to 2001 has been archived. Requests for data prior to 2001 must have approval from the Data Owner or Data Custodian.

Schedule 2 – Student Assessment & Attainment Data

This schedule specifies the data access for information relating to student's assessment or attainment data.

Data Owner:	All data sets excluding NTCET and VETiS:	Government & Independent Schools	Principal (each Principal is responsible for their schools data)
		Catholic & NTCSA Schools	Chief Executive Officer or Delegate
	NTCET:	Government & Independent Schools	Senior Program Manager, 10-12 Curriculum and Assessment
		Catholic & NTCSA Schools	Chief Executive Officer or Delegate
	VETiS:	Government & Independent Schools	Director VETiS
		Catholic & NTCSA Schools	Chief Executive Officer or Delegate
Data Custodian:	All data sets:	Senior Director, Performance & Data Management	

Data Source	Schools included	Years available
National Assessment Program – Literacy & Numeracy (NAPLAN) data set	Government & non-Government schools	2008 – current
Multilevel Assessment Program (MAP) data set	Government & non-Government schools	2002 – 2007
SAIS - Northern Territory Curriculum Framework (NTCF) data set	Government schools only	2013 - current
SAIS – Australian Curriculum Framework	Government schools only	English & Mathematics Semester 2 2012 - current
SAIS - Assessment of Students Competencies (ASC)[1]	Government schools only	2013 - current
SAIS - Accelerated Literacy[2]	Government & non-Government schools	2013 - current
SAIS – T – 9	Government schools only	Semester 2 2012 - current
Northern Territory Curriculum Framework (NTCF) data set	Government schools only	2007 – 2012
Assessment of Students Competencies (ASC)[1]	Government schools only	2009 – 2012
Accelerated Literacy[2]	Government & non-Government schools	2005 – 2012
Northern Territory Certificate of Education and Training (NTCET)	Government & non-Government schools	2004 – current
VET in Schools (VETiS)	Government & non-Government schools	2005 – current

User	Student Level Data (including Demographics or Individual Assessment Responses and/or Results)	Group or School Assessment Responses and/or Results	Summary Assessment Responses and/or Results

User	Student Level Data (including Demographics or Individual Assessment Responses and/or Results)	Group or School Assessment Responses and/or Results		Summary Assessment Responses and/or Results
Student	✓ (own data)	✓		✓
Parent or Guardians	✓ (own child's data)	✓		✓
Teacher	✓ (own student's data)	✓		✓
School Council	✗	✓		✓
Principal/Group School Principal	✓ (own school's data)	✓		✓
Director of School Performance (DSP)	✓ (own school's data)	✓		✓
Department staff (corporate)	? (must be approved by data owner and/or data custodian)	✓		✓
General Manager/Director	? (must be approved by data owner and/or data custodian)	✓		✓
Executive Director	✓	✓		✓
Chief Executive	✓	✓		✓
Non-government CEO or Delegate (NTCSA & CEO)	? (own sector's data)	? (own sector's data)		✓
Association of Independent Schools NT (AISNT)	? (must be approved by data owner and/or data custodian)	? (must be approved by data owner and/or data custodian)		✓
External organisations (including other departments)	? (must be approved by data owner and/or data custodian)	Non-government schools ? (must be approved by data owner and/or data custodian)	Government schools ✓	✓
General public	✗	Non-government schools ? (must be approved by data owner and/or data custodian)	Government schools ✓	✓

These rules are subject to the data owner or custodian being satisfied that the requesting person or organisation has a valid need to the level of data requested.

Student Level Data – This includes details about a student e.g. age, gender, Indigenous status, language background, parent background as well as the test responses and/or results of an individual student or the test responses and/or results of a group of students or school where students may be identifiable.

Group or School Assessment Responses and/or Results – This includes the test responses and/or results of a school or group of students where individuals cannot be reasonably identified .e.g. a year level in a large school.

Summary Assessment Responses and/or Results – This includes the test responses and/or results at an aggregated level e.g. by geolocation or sector where individuals cannot be reasonably identified.

✔	Yes, allowed
❓	May be allowed, provided correct approvals are obtained – see additional notes.
✖	No, not allowed

[1] ASC is targeted at Preschool & Transition students only and therefore does not include all schools.
[2] Not all schools participate in AL.

Schedule 3 – Staff Data

This schedule specifies the data access for information relating to staff data.

Data Owner:	Staff Activity data set	General Manager Human Resource Services	
	Age Grade Census data set	Government & Independent Schools	Principal (each Principal is responsible for their school's data)
		Catholic & NTCSA Schools	Chief Executive Officer or Delegate
Data Custodian:	Senior Director, Performance & Data Management		

Data Source	Schools included	Years available
Staff Activity data set	Government schools only	2004 – current
Age Grade Staff Census data set	Government and non-Government schools	2003 – current

User	Staff Level Information (including demographics, personnel and payroll information)	Group or School Staff Information	Summary Staff Information
Staff Member	✓ (own data)	✓	✓
School Council	✗	✓	✓
Principal/Group School Principal	✓ (own school's data)	✓	✓
Director of School Performance (DSP)	✓ (own school's data)	✓	✓
Department staff (corporate)	? (must be approved by data owner)	✓	✓
General Manager/Director	✓ (own business area's data)	✓	✓
Executive Director	✓	✓	✓
Chief Executive	✓	✓	✓
Non-government CEO or Delegate (NTCSA & CEO)	? (own sector's data)	? (own sector's data)	✓
Association of Independent Schools NT (AISNT)	? (must be approved by data owner and/or data custodian)	? (must be approved by data owner and/or data custodian)	✓
External organisations (including other departments)	✗	? (must be approved by data owner and/or data custodian)	? (must be approved by data owner and/or data custodian)

General public	❌	❓ (must be approved by data owner and/or data custodian)	❓ (must be approved by data owner and/or data custodian)

These rules are subject to the data owner or custodian being satisfied that the requesting person or organisation has a valid need to the level of data requested.

Staff Level Information – This includes all demographic details about a staff member e.g. age, gender, Indigenous status etc. as well as occupancy and establishment data, classification, activity and attendance data and payroll data including salary, allowances and other payments processed through PIPS where an individual staff member is identifiable.

Group or School Staff Information – This includes details about a group of staff members e.g. age, gender, Indigenous status etc. as well as occupancy and establishment data, classification, activity and attendance data and payroll data including salary, allowances and other payments processed through PIPS where individuals cannot be reasonably identified.

Summary Staff Information – This includes details about staff at an aggregated level e.g. by geolocation or sector where individuals cannot be reasonably identified.

✔	Yes, allowed
❓	May be allowed, provided correct approvals are obtained – see additional notes.
❌	No, not allowed

Schedule 4 – Australian Early Development Index (AEDI) Data

This schedule specifies the data access for the NT's AEDI data.

Data Owner:	Department of Education, Employment and Workplace Relations
Data Custodian:	Centre for Community Child Health/Telethon Institute for Child Health Research
Responsible Officer:	Senior Director Performance and Data Manager
Data Manager:	Senior Manager Performance and Reporting

Data Source	Schools included	Years available
AEDI data set	Government and non-Government schools	2009[1]

User	Student Level Data Including Demographics or Individual AEDI Results	Group or School AEDI Results	Summary AEDI Community Results
Teacher	✖	✖	✔
School Council	✖	✖	✔
Principal/Group School Principal	✖	✖ (School Profiles are made available to Principals for individual schools online)	✔
Director of School Performance (DSP)	✖	✖	✔
Department staff (corporate)	✖	✖	✔
General Manager/Director	✖	✖	✔
Executive Director	✖	✖	✔
Chief Executive	✖	✖	✔
Non-government CEO or Delegate (NTCSA, CEO & AISNT)	✖ Applications may be made to DEEWR for access to Unit Record Files	✖	✔

External organisations (including other departments)	✗ Applications may be made to DEEWR for access to Unit Record Files	✗	✓
General public	✗	✗	✓

The AEDI is a national program funded by the Australian Government and as such, national data protocols govern access to, and use of, AEDI datasets. AEDI data is publicly available through a number of mediums online at www.aedi.org.au. The department maintains AEDI Unit Record Files and can provide further analysis of the data by request. Customised requests will be considered on a case by case basis and assessed against the national data protocols.

Student Level Data – This includes demographic details about an individual student e.g. age, gender, Indigenous status, language background, residential address, diagnosed medical conditions/disabilities and details of preschool/non-parental care received before entering school.

Group or School AEDI Results – Most schools who participated in the AEDI have access to their own AEDI School Profile. AEDI School Profiles provide schools with AEDI results for children attending their school. School profiles can only be accessed by principals via an online portal. Individual schools can decide to share their school results with key stakeholders however; the profile belongs to the school and cannot be publicly released. Schools should review the results of their profiles in conjunction with the AEDI community results.

Summary AEDI Community Results – Summary AEDI community results are publicly available via www.aedi.org.au. Analysing community level results using geographic boundaries and aggregations different to those publicly available will be considered in a case by case basis to ensure national data protocols and data publication rules are adhered too.

✓	Yes, allowed
❓	May be allowed, provided correct approvals are obtained – see additional notes in table.
✗	No, not allowed

[1] The AEDI was conducted nationally for the first time in 2009 with results publicly available in December 2009. An enhanced dataset was released in April 2011 as a result of a large body of work undertaken by all jurisdictions during 2010. This work included a targeted 2010 data collection, data cleansing activities and aggregation of local community data to increase the public availability of data.

Schedule 5 – Behaviour Data

This schedule specifies the data access for information relating to student's enrolment and attendance data.

Data Owner:	Principal (each Principal is responsible for their school's data)
Data Custodian:	Senior Director, Performance & Data Management

Data Source	Schools included	Years available
Behaviour data set	Government schools only	2012 – current

User	Student Level Data	Group or School Level Data	Summary Data
Student	✔ (own data)	✔	✔
Parent or Guardians	✔ (own child's data)	✔	✔
Teacher	✔ (own student's data)	✔	✔
School Council	✘	✔	✔
Principal/Group School Principal	✔ (own school's data)	✔	✔
Director of School Performance (DSP)	✔ (own school's data)	✔	✔
Department staff (corporate)	❓ (must be approved by data owner and/or data custodian)	✔	✔
General Manager/Director	❓ (must be approved by data owner and/or data custodian)	✔	✔
Executive Director	✔	✔	✔
Chief Executive	✔	✔	✔
Non-government CEO or Delegate (NTCSA & CEO)	❓ (must be approved by data owner and/or data custodian)	✔	✔

User	Student Level Data	Group or School Level Data	Summary Data
Association of Independent Schools NT (AISNT)	❓ (must be approved by data owner and/or data custodian)	✅	✅
External organisations (including other departments)	❓ (must be approved by data owner and/or data custodian)	✅	✅
General public	❌	✅	✅

These rules are subject to the data owner or custodian being satisfied that the requesting person or organisation has a valid need to the level of data requested.

Student Level Data – This includes demographic details about an individual student e.g. age, gender, Indigenous status, language background, parent background as well as the enrolment and attendance history of an individual student/s or the enrolment & attendance history of a group of students or school where students may be identifiable.

Group or School Enrolment & Attendance – This includes the enrolment and attendance history of a school or group of students where individuals cannot be reasonably identified e.g. a year level in a large school.

Summary Enrolment & Attendance – This includes the enrolment and attendance history at an aggregated level e.g. by geolocation or sector where individuals cannot be reasonably identified.

✅	Yes, allowed
❓	May be allowed, provided correct approvals are obtained – see additional notes in table.
❌	No, not allowed

Schedule 6 – Finance Data

This schedule specifies the data access for information relating to student's enrolment and attendance data.

Data Owner:	Chief Financial Officer (CFO)
Data Custodian:	Senior Director, Performance & Data Management

Data Source	Schools included	Years available
Finance data set	Government and non-Government schools	Actual data: 2008-09 - current Budget data: 2010-11 - current

User	Unit Record Level Data	Group, School or Division Level Data	Summary Data
School Council	✗	✓	✓
Principal/Group School Principal	✓ (own school's data)	✓	✓
Director of School Performance (DSP)	✓ (own school's data)	✓	✓
Department staff (corporate)	❓ (must be approved by data owner and/or data custodian)	✓	✓
Cost Centre Manager	✓ (own cost centre data)	✓	✓
General Manager/Director	✓ (own business area data)	✓	✓
Budget Committee	✓	✓	✓
Executive Director	✓	✓	✓
Chief Executive	✓	✓	✓
Non-government CEO or Delegate (NTCSA , CEO and AISNT)	✗	✓	✓
External organisations (including other departments)	✗	✓	✓
General public	✗	✓	✓

These rules are subject to the data owner or custodian being satisfied that the requesting person or organisation has a valid need to the level of data requested.

Unit Record Level Data – This includes demographic details about an individual e.g. age, gender, Indigenous status, language background as well as the financial information of an individual or the financial information of a group where individuals may be identifiable.

Group, School or Division Level Data – This includes financial information about a group of individuals, a school or division where individuals are not identifiable.

Summary Level Data – This includes financial information at an aggregated level e.g. by geolocation or sector where individuals cannot be reasonably identified.

✔		Yes, allowed
❓		May be allowed, provided correct approvals are obtained – see additional notes in table.
✖		No, not allowed

Glossary

Data custodian – The delegated officer that acts on behalf of the data owner.

Data owner – The entity that has responsibility for a data set.

Data warehouse – A central place where data is stored at unit record level.

De-identified unit record data – Unit record data that has had any identifying information removed prior to being released.

Identified unit record data – Unit record data that is identified by a code or number. For example, a student UPN.

Name identified unit record data – Unit record data that is identified by an individual's name.

Unit record – Data referring to a single event associated with an individual for example an enrolment or test result for an individual student.