|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Data access protocol | | | | | |
| Employee information | | | | | |
| Name |  | | | | |
| Role |  | | | | |
| Workplace |  | | | | |
| Email |  | | Phone number |  | |
| Data required by |  | | | | |
| **Data request** | | | | | |
| Data type requested, for example enrolment, attendance, NAPLAN, staff or finance |  | | | | |
| Please describe what data is required |  | | | | |
| Time period requested | <for example, 2021, 2022> | | | | |
| Level of disaggregation, please specify any that apply noting not all options are available for every data set. | | | | | |
| Year | Y/N | | Term | Y/N | |
| Collection | Y/N | | Week | Y/N | |
| Pay period | Y/N | | | | |
| Other disaggregation, please specify any that apply noting not all options are available for each data set – refer to Data collections information. | | | | | |
| Government | Y/N | | Non-government | Y/N | |
| Individual | Y/N | | School | Y/N | |
| Group | Y/N | | Region | Y/N | |
| Outer regional | Y/N | | Remote | Y/N | |
| Very remote | Y/N | | Indigenous | Y/N | |
| Non-Indigenous | Y/N | | Stage of school | Y/N | |
| Collection level | Y/N | | Year level | Y/N | |
| Female | Y/N | | Male | Y/N | |
| Any other disaggregation |  | | | | |
| Any other information |  | | | | |
| Purpose and disclosure | | | | | |
| Please outline the purpose of this request | <This data will be used for> | | | | |
| Will the data be published or provided to a third party | Y/N | | | | |
| If yes, please provide details |  | | | | |
| Requesting officer | | | | | |
| Signature |  | Date | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Official use only | | | | | |
| Actioned by: |  | Date: |  | Bug ID # |  |

# Collection Notice

The personal information collected by the department is used for direct service provision and such information may also be used for statistical, research, planning and reporting purposes aligned with the functions of the department.

This information will only be disclosed for another purpose if that purpose is related to the primary purpose for collection and the person would reasonably expect the information to be used or disclosed or the individual has consented to the use or disclosure.

# How to submit

Email your completed form to [analysis.doe@education.nt.gov.au](mailto:analysis.doe@education.nt.gov.au)